

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
February 18, 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
Company Secretary Bev Martinson
EMS Captain Mike Meier

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

A motion was made by Commissioner Petroski and seconded by Commissioner Costello and unanimously passed to approve the amended minutes of the January 21, 2019 Board meeting.

Chief's Report: (see report)

The Board of Commissioners approves the submitted Chief's Report and it will be attached to the Commissioner board meeting minutes.

EGFD responded to 78 calls in January. Top responders were: Leonard Prevost;54, Clem Schimikowski;42, Mike Meier;39, Sue Desbiens;39, and K.J. Kea;38.

EGFD and West Glenville will be hosted a two-day TIC training session at EGFD. An MCI drill with BHBL resources will be scheduled this Spring. EMS Captain Meier is to take Fire Instructor 1 training at Montour Falls. FF Roger Dominguez and FF KJ Kea are enrolled in BEFO/IFO training. FF Andrea Eastup and FF Richard Desbiens are working on completing probationary training. Chief Ross Thornhill, Firefighters Andrew Pohl, John Zampella, Ryan Yattaw and Barb Bischoff will enroll in EMT Refresher. 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. Captain Mike Boisclair is enrolled in CFR Refresher Class. Firefighter Maria Westbrook submitted her resignation at EGFD. Chief Thornhill will follow up with her as he has not yet received district and company issued equipment after an email requesting return was made. SCBA Pack Inspection by MES was completed and Mask Fit testing will be scheduled in April. 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 June 8th. Hose/Ladder/Appliance Testing will take place in the Summer. The SAFER grant applications are open until March 22nd. Chief Thornhill spoke with Assistant Chief of Glenville Hill FD and he expressed interest in managing EGFD's computer network. He currently manages Beukendaals and Glenville Hill FD's systems. He will be submitting a service estimate.

President's report: (reported by Company Secretary Bev Martinson)

Company President expresses apologies for missing this meeting due to schedule conflict. Welcome to Rit Desbiens to EGFD. He was sworn in as a new member at the annual banquet. Company members were invited to attend a Union Hockey Game on January 26th.

Cian Thorp, an army veteran, Jolene Lomnes formerly with Waterford Rescue, Vincent Oginski referred by Lieutenant Primett and Chris Abel an Alplaus FD Explorer were voted in by the company as new members. All background checks are favorable and requesting the Boards approval.

FF Rob Ankabrandt is expecting a military leave of absence soon. He was approved for a Class A uniform but not fitted yet.

FF Kevin Kea is coordinating with the Red Cross and requests approval to host a blood drive at EGFD with a scheduled date to be determined.

FF Hollie Abel is on leave of absence, her expected return is June 30th.

FF Maria Westbrook submitted her resignation.

The Company requests (2) Class A uniforms for new members Roger Dominguez and KJ Kea.

EGFD will host Recruit NY on April 27th and is looking for more new members.

FF John Saupp will host a meeting on February 20th. Everyone is welcome to give ideas on how to celebrate EGFD's 75th Anniversary to be held in September.

Treasurer's report: (Jeffrey Prescott)

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

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

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. The Treasurer proposed a \$9,000 transfer to the building reserve to remedy the fund balance excess.

A draft copy of the Annual Update Document (AUD) for 2018 was made available for Board review.

A motion for Resolution was made by Commissioner Costello, seconded by Commissioner Pohl and unanimously passed to Appropriate 12/31/2018 Assigned Unappropriated Fund Balance (Reserved for Encumbrances) as follows:

To:	A3410.200	Purchase Trucks/Equipment:	
Subaccount	A3410.203	Protective Clothing	\$ 348.00
To:	A3410.420	Truck Repair & Maintenance	
Subaccount	A3410.425	Radio Repairs	\$ 1,215.00
To:	A3410.460	Miscellaneous	
Subaccount	A3410.462	Dress Uniforms	\$ 506.00
To:	A5095	Appropriated Fund Balance	\$ 2,069.00

To amend the 2019 budget for Helmet Shields, Pager Repairs & Uniform Parts ordered in 2018 and Received in 2019.

A motion for Resolution was made by Commissioner Costello, seconded by Commissioner Pohl and unanimously passed to approve payment of Abstract #2 for voucher #36 through #74 in the total amount of \$360,463.71, and by doing so, approved the excess fund balance remedy plan as proposed by the Treasurer.

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

Purchasing: (Com. De La Fleur)

Received (1) Parka on backorder from The Fire Store.

Ordered (10) Blue EMS bags from Amazon, (7) new red medical bags were received. (3) blue EMS bags are on backorder. A bag is located in the Apparatus bay and available for members review prior to placing these in service.

Registered (2) members to attend CPR/First Aid Class.

Ordered (4) iPads for front line vehicles. From Verizon.

Requesting Per Diem for Crude by Rail training attendees.

Mask Fit testing will be scheduled in April with 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.

Adirondack Overhead Doors was approved to the repair of the Apparatus Bay Door #4 motor/sensor/controller not allowing door to open and install garage door openers with remotes and keypad in the back garage. They will schedule service soon.

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

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

Alarm & Suppression repaired the fitness medical room pendant. They will be sending passing inspection report.

The annual inspection and start of the sprinkler system by SRI will be scheduled for summer after possible landscaping work is completed.

A new microwave was purchased to replace the old broken one in the kitchen.

S&B5 Mart was contacted about their snowplow pushing snow into our front entrance fence making it bend. The owner said he will repair the fence in the Spring.

The below zero temperatures caused a sprinkler head to leak in the ceiling and side far corner of the community room. Thank you FF Saupp and FF Prevost for your help with containing and shutting off the water. Your quick efforts significantly minimized damage to the room. SRI Sprinkler was contacted and repaired the sprinkler head for \$624.28 and suggested that ceiling area and wall may need additional insulation. Elegant Interiors will submit an estimate to repair the wallpaper damaged by the water. These repairs will be submitted to EGFD's insurance for coverage. EGFD has a \$500. insurance deductible. Some ceiling tiles also need to be replaced.

The alarm on the floor drain system alerted the tanks were full. Big Willy's Septic has pumped out the tanks. Inspection and repair of the line/pump from the charcoal filter tank to the pit are being scheduled. Truck and car washes should be kept to a minimum until repaired.

An estimate of \$1,150. was received from Miller Environmental to remove and dispose of the 55-gallon drum of spent carbon from the Apparatus bay floor drain system. Installation of a new drum with filter (already purchased and in back garage) is additional.

Eric Frear Electric submitted an estimate of \$1,082. for a new floor drain tank pump to replace the original broken one. Additional repairs may be necessary.

NYS DEC Wastewater Permit sampling of the outfall water granted an extension. Adirondack Environmental will submit a quote for sampling and testing. Results can take three weeks. An additional extension may be requested.

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

Precision Industrial Maintenance submitted a quote of \$1,548. 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.

A leak was observed in the Apparatus bay from the roof running down the brick above the water fountain by the member entrance. This leak has since dried up and may have been from the large amount of rain. Please keep a lookout and tell a Chief or Board member if you observe this leak again.

The Town of Glenville cleaned out the front catch basin drains to prevent flooding during the large rainstorm. The back catch basin also flooded into the parking lot during this time. Thank you Chief Thornhill, Captain Meier and all the members who helped pump out.

Commissioner Larson was assured that Kulaks Nursery would honor their 2018 estimate of landscaping renovations and is still valid for 2019.

Wells Landscaping will be submitting a landscaping estimate. Hewitt's Garden Center was contacted but do not offer designing or landscaping services.

Thank you FF John Zampella for repairing the Apparatus bay eye wash station.

Ballston Spa Carpet submitted a quote of \$1,080.00 to install new carpeting and baseboards in the Officer's room to replace the 20 year old carpeting. It will match the carpeting already installed in the training room and administration office.

Station keeper Brad has agreed to paint the Officers room for renovation. Filing and desk cabinets will be moved to the board room temporarily.

Purchase of a new outdoor American and state flag are needed to replace old, torn ones out front.

An estimate of \$160.00 per embroidered desk chair from Bizchair was received. (7) desk chairs are needed to renovate the Officers room.

Thank you FF Labrie for volunteering to repair the dryer venting.

The Recreation room needs to be painted.

The Apparatus bay Carbon Monoxide Detectors alerted they are in need of replacement. Alarm & Suppression will submit an estimate to replace these with new since they are 7 years old and past their lifespan. New detectors are good for 10 years.

Capital Power submitted an estimate of \$820. to service the emergency generator semi-annually.

Estimates for the replacement of broken air conditioning unit #3 (offices) and possibly #4 are being reviewed as a 30-day referendum has to be held to take the funds out of the building reserve. Thank you FF Fura for your expertise in this area and help reviewing the estimates before summer weather.

Northeast Communications submitted an estimate of \$1,335. for a one year phone service contract to cover our telephone system. Researching hourly rate for service calls.

Equipment & Apparatus: (Com. Petroski)

230 New vehicle committee met to discuss options and planning to visit local vendors and fire departments to view design layout options and get equipment storage ideas.

231 Working with Vander Molen on magnets for roll up doors with missing end caps. Researching additional signage.

232 Adjusting fire police equipment and developing shelving for barricades.

234 Plow and Salter will be kept in back garage (left door) until needed then added with quick connect.

235 Electrical issues reported. New batteries were approved to be purchased and installed by Vander Molen. Problem has been corrected. The wheel chock bracket was damaged on a call but does not need to be repaired as the chocks were relocated and will now be stored in a roll up compartment.

236 Recall work has been completed by Vander Molen and strap for bumper line added. Will continue to monitor kneeling in suspension believed to be from electronic valve. FF Jones is fabricating mounting bracket for second Argus TIC. TIC not charging.

237 Updated repairs already reported. Researching slide out options.

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

239 Wipers Replaced. Town of Glenville garage completed inspection and oil change. Researching slide out, rear warning signal, Argus, back up camera repair & light system repairs.

UTV No report.

Annual service was completed by MES for SCBA pack inspection and testing without issue.

Alplaus FD requests notice next year to combine the testing schedule.

The surplused DeWalt Tools are in the Officers room.

Albany Communication repaired (9) pagers.

Chiefs are in the process of reviewing the SOG's and implementing a new training records documentation process for "best practice" PESH compliance. Members will complete a paper form regarding training and the Station Administrator will input into a document on Google.

TIC class went well. It was discovered TIC on 236 was not charging properly, this repair is being researched.

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

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

United Welding replaced a large Oxygen cylinder in the EMS storage room.

Gear has been purchased. Would like to submit 2019 gear purchase.

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

Finance and Budget: (Com. Pohl) The Treasurer has finished preparing the 2018 Annual Update Document (AUD) and has supplied all reports for Board review.

Communications: (Com. Pohl) No report

Medical: (Com. Pohl) Commissioner Pohl is working with Dr. Buff to schedule firefighter physicals in March-April. EAP would like to make members aware of benefits they offer and will hold a special company meeting with refreshments.

Captain Meier and FF Jones have completed two in services for Epi-Check and Inject. They will schedule another in service so remaining EMT's have training. PCR's continue to be QA'd through the new process and members need to make sure the times are completed on the PCR prior to placing in PCR box.

Legal and Insurance: (Com. Pohl) Qualified members have been added to Cancer Benefit coverage starting January 1, 2019.

Treasurer Prescott contacted Attorney Bill Young regarding clarification that EGFD is a prevailing wage location to satisfy Eastern Heating's request.

Commissioner Pohl is researching if EGFD Ladies Auxiliary members need to complete sexual harassment online training thru Mc Neil Insurance.

Computer: (Com. De La Fleur) Chief Thornhill met with Assistant Chief, Rich Manocchi of Glenville Hill FD about computer IT support and networking at EGFD. He has experience with other fire departments systems and will be submitting a service estimate.

Personnel: (Com. Larson) A list of job duties and descriptions for the Station Keeper and Station Administrator were presented and approved to be entered into the policy manual.

Policies: (Com. De La Fleur) No report

Use of Station: Lieutenant Shawn Primett submitted a request for use of the meeting room on February 23rd from 2-6 for a birthday party. The Board of Commissioners unanimously approve this request.

The Board of Commissioners unanimously approves the request for use of the station to host a Red Cross Blood Drive at EGFD.

The County has requested use of EGFD for the Interior Operations Class to be held on June 24th for BEFO Training and August 5th, 7th, 12th, 15th, 19th, September 3rd, 10th (EGFD has a function, they will find alternative date), 24th, 25th.

Accident Review Board: Committee met and reviewed the minor accident with E235, clipping a snow bank while turning. The only damage was the wheel chock bracket broke, the driver retrieved the chocks placing them into a roll up compartment. Full driver privileges have been reinstated.

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

Old Business: No communication has been received from Crisafulli Bros. Heating regarding service contract billing not paid due to poor workmanship.

New Business:

A motion was made by Commissioner Petroski, seconded by Commissioner Larson and unanimously passed to approve the purchase of (2) Class A uniforms for up to \$500.00 each for FF KJ Kea & FF Dominguez to be taken from A35410.460 Miscellaneous Subaccount A3410.462 Dress Uniforms.

A motion was made by Commissioner Costello, seconded by Commissioner Larson and unanimously passed to approve the membership of Jolene Lomnes to EGFD.

A motion was made by Commissioner Costello, seconded by Commissioner Larson and unanimously passed to approve the membership of Vincent Oginski to EGFD.

A motion was made by Commissioner Petroski, seconded by Commissioner Costello and unanimously passed to approve the membership of Chris Abel to EGFD.

A motion was made by Commissioner Costello, seconded by Commissioner Pohl and unanimously passed to approve the membership of Cian Thorp to EGFD.

A motion was made by Commissioner Petroski, seconded by Commissioner Pohl and unanimously passed to approve the use of station for the Red Cross blood drive as long as there are no scheduling conflicts with EGFD operations.

A motion was made by Commissioner Pohl, seconded by Commissioner DeLaFleur and unanimously passed to purchase the installation of new carpeting and baseboard for \$1,080. From Ballston Spa Carpet to be taken from A3410.400 Building Repair/Maint Subaccount A3410.402 New Paint/Wallpaper.

A motion was made by Commissioner Costello, seconded by Commissioner DeLaFleur and unanimously passed to purchase (7) office chairs with EGFD logo embroidery for Officer's room renovation for \$1,190. from Bizchair to be taken from A3410.400 Building Repair/Maint Subaccount A3410.402 New Paint/Wallpaper.

A motion was made by Commissioner Costello, seconded by Commissioner Pohl and unanimously passed to purchase the installation and a new pump in the floor drain tank for \$1,082. from Eric Frear to be taken from A3410.400 Building Repair/Maint Subaccount A3410.401 Grounds & Buildings.

A motion was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to purchase the removal and disposal of a 55 gallon drum of spent carbon from the floor drain tanks for \$1,150. From Miller Environmental to be taken from A3410.400 Building Repair/Maint Subaccount A3410.401 Grounds & Buildings.

A motion was made by Commissioner Costello, seconded by Commissioner Petroski and unanimously passed to purchase of emergency generator inspection and service semi annually for \$820. From Capital Power to be taken from A3410.400 Building Repair/Maint Subaccount A3410.401 Grounds & Buildings.

A motion was made by Commissioner Larson, seconded by Commissioner Costello and unanimously passed to approve the allowed per diem for (2) members during attending out of town Crude by Rail training class attendees to be taken from A3410.440 Training Subaccount A3410.441 Seminars/Membership.

A motion was made by Commissioner Larson, seconded by Commissioner Petroski and unanimously passed at 8:45 pm to adjourn.

Respectfully submitted,

Angel Vaughters
District Secretary