EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
March 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
Chief Ross Thornhill
Assistant Chief Clem Schimikowski
Company President John Labrie
EMS Captain Mike Meier
Firefighter Scott Fura

The meeting was called to order by Commissioner DeLaFleur Pohl at 7:02 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 February 18, 2019 Board meeting.

Chief's Report: (Ross Thornhill)

EGFD responded to 54 calls in February. Top responders were: Leonard Prevost:34, Sue Desbiens;26, Mike Meier;26, Ross Thornhill;22, Shawn Primett;21.

An MCI drill with BHBL resources will be scheduled this Spring. 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, FF Barb Bischoff, FF Andrew Pohl and FF Ryan Yattaw are completing EMT Refresher training. Chief Ross Thornhill is also enrolled in Principles of Instruction. Water Rescue Awareness level training is being completed by Chief Ross Thornhill, Lt. Nick Abel, Captain Mike Meier and FF Roger Dominguez. Assistant Chief Clem Schimikowski is enrolled in Fire Police training. Captain Mike Meier is also enrolled in Fire Officer 1, Intermediate ICS, ICS for expanding Incidents and Fire Investigation for Line Officers. Lt. Nick Abel, Lt. Budesheim and Assistant Chief Rich Carr are enrolled in Fire Investigation for Line Officers. Asst. Chief Carr is also taking Intermediate ICS for Expanding Incidents. Lt. George Budesheim and Lt. Shawn Primett will attend CP Crude by Rail training sponsored by Canadian Pacific in Colorado on March 18-22. Captain Mike Boisclair is enrolled in CFR Refresher Class. The MCI Drill on Aircraft Crash with the Air National Guard at Stratton is on June 8th. SAFER grant applications are open until March 22nd. EGFD will oversee the Flag Day Fireworks at O'Rourke Middle School in June. The Southern Saratoga County Chiefs Association held a meeting at EGFD to discuss resources among departments. The FCC license has been renewed and is valid for 10 years.

President's report: (John Labrie)
Members are invited to the Spring Fling at The Factory Restaurant on March 22nd at 6:30 pm.
Thank you Glenville Hill FD for coverage.
Please welcome new members Cian Thorp, Jolene Lomnes and Chris Abel to EGFD.
FF Maria Westbrook resigned and needs to turn in her EGFD gear.
FF Robert Ankabrandt is on military leave of absence from EGFD.
FF Hollie Abel is on leave of absence, her expected return is June 30th.
FF Christopher Farley turned in his resignation and returned all EGFD gear.
EGFD will host Recruit NY on April 27th and is looking for more new members.
FF John Saupp hosted a meeting with the Anniversary Committee. EGFD will host a Community Day and Open Fire House with the celebration of East Glenville's75th Anniversary on September 28th. The next meeting will be March 20th and everyone is welcome to give ideas on how to celebrate. EGFD will also participate in three local parades and will get the word out.
Chaplin Barb Bischoff sent a card, donation and patches to Woodward Strong on behalf of EGFD to a hospitalized local firefighter.
The company gifted the Ladies Auxilary $500. for 2019 to cover annual expenses. It also gifted $500. to cover the annual expenses for 2018 that was overlooked last year.
Company members will evaluate and open the back-yard Pavilion for use this Spring.
EGFD members are excited for EGFD's 75th Anniversary.

Treasurer's report: (Jeffrey Prescott)
The bank statements for the month of February 2019 were reconciled by the Deputy Treasurer and presented to the Board for approval.

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

The Annual Update Document (AUD) for 2018 was made available for Board review. Reinstituting the net pension liability was resolved on the Annual Update Document to include this information.

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

To:	A3410.400	Building Repair & Maintenance		
Subaccount:	A3410.405	Work Uniforms	$	269.99
To:	A3410.460	Miscellaneous		
Subaccount	A3410.462	Dress Uniforms	$	388.00
To:	A5095	Appropriated Fund Balance	$	657.99

To amend the 2019 budget for Hough Parka & Uniform Parts ordered in 2018 and Received in 2019.
Memo: The 0.01 excess work uniform encumbrance has been cancelled and added to unrestricted Fund Balance.

A motion for Resolution was made by Commissioner Larson, seconded by Commissioner Costello an unanimously passed to amend the 2019 Budget as follows:

Increase:	A5095	Appropriated Fund Balance	$ 9,000.00
Increase:	A9960.804	Building Reserve	$ 9,000.00

To appropriate $9,000. from A912 Unrestricted Fund Balance to Building Reserve to remedy the excess 12/31/2018 unrestricted Fund Balance per District Policy.

A motion for Resolution was made by Commissioner Larson, seconded by Commissioner Costello and unanimously passed to approve payment of Abstract #3 for voucher #75 through #100 in the total amount of $13,407.30.

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.

Purchasing: (Com. De La Fleur)
Received (1) Parka on backorder from The Fire Store.
Received (3) blue EMS bags from MES.
Received (4) I-Pads for front line vehicles from Verizon Wireless.
Researching Vehicle Ram Mounts for I-Pads.
Mask Fit testing will be April 9th and April 23rd 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 and will schedule the repair to Apparatus Bay Door #4 motor/sensor/controller not allowing door to open and installing garage door openers with remotes in the back garage.

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.

Elegant Interiors submitted an estimate of $175.00 to repair the wallpaper damaged by the leaking sprinkler head in the Community Room. This repair has been submitted to insurance for coverage and will be scheduled.

Eric Frear Electric installed a new pump on the floor drain tank that was broken. Thank you all members and Chiefs for your assistance with this project. 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.

Miller Environmental will remove and dispose of the 55-gallon drum of spent carbon from the Apparatus bay floor drain system and install a new drum with filter (already purchased and in back garage). Hot water jetting and repairs may be required and are additional.

Johnson Controls will submit an estimate for air conditioning and for building maintenance service.

NYS DEC Wastewater Permit sampling of the outfall water granted an extension. Adirondack Environmental submitted a quote of $1,320.00 for sampling and testing. Thank you Chief Schimikowski for your help and expertise in this area.

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

Kulaks Nursery submitted an estimate of $7449.01 to remove existing shrubs and install new landscape with plants and lighting in the front lawn and around flagpole and sign.

Wells Landscaping submitted an estimate of $16,120.00 to remove shrubs, install landscaping stone, plants, and lighting in front lawn and flagpole/sign. Hewitt's Garden Center was contacted but do not offer designing or landscaping services. A 30 day referendum notice will be published to take funds out of the building reserve. Recommendation was made to have no plants or flowers covering EGFD's address number on the front sign.

A Mason will be contacted to estimate repair of the brick caps that need water sealed in the front sign and a broken electrical box.

Ballston Spa Carpet will schedule to install new carpeting and baseboards in the Officer's room to replace the old carpeting.

Station keeper Hough will start painting the Officers room for renovation. Filing and desk cabinets will be moved to the board room temporarily.

An American and state flag were received to replace old, torn ones out front. New rope will be purchased. Old flags can be properly disposed at Town Hall.

(7) Embroidered desk chairs from Bizchair were received for the renovation of the Officers room. Thank you Station keeper Hough for their speedy assembly.

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. FF Labrie will check with Honeywell.

Capital Power will schedule semi-annual service for the generator.

An estimate from JDJ Comfort for $27,165.00 was received for (2) Trane air conditioners (replace#3&#4). An estimate was received from Eastern Heating for $32,450.00 for (2) new Trane air conditioners. Johnson Controls submitted an estimate of $32,914.87 for (2) new Johnson Controls Series air conditioners. An estimate of $13,329.00 was received by Crisafulli Bros. for (1) new Trane air conditioner (replace #3). Notice of a 30-day referendum will be submitted and published to use Building Reserve funds. Thank you FF Scott Fura for your expertise in this area and with all of your help reviewing the estimates.

Northeast Communications submitted an estimate of $1,335.00 for a one-year phone service contract to cover our telephone system. Researching hourly rate for service calls.

Equipment & Apparatus: (Com. Petroski)
230 New EMS bag in service. New vehicle committee met to discuss options and planning to visit local vendors and fire departments to view design layout and 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 is in back garage until needed, then added with quick connect.
235 Noticed leak again on officer side near Vander Molen's recent repair. The wheel chocks are now stored in the driver's side compartment.
236 Vander Molen performed additional work to rectify air issue. The issue still exists. Will continue to monitor kneeling in suspension believed to be from electronic valve. FF Jones is fabricating mounting bracket for second Argus TIC.
237 Updated repairs already reported.
238 Oil change and inspection needed. If Town garage is busy, will take to Morris Ford.
239 Researching with vendors to up-fitting slide out, rear warning signal, Argus, back up camera repair & light system repairs.
UTV Need to schedule annual maintenance in Spring.
A new file holder was installed in the alarm room for documents frequently needed by members.
MES was notified of packs that were tested and lost stickers. .
SCBA annual system maintenance will be scheduled in April.
UL Ladder testing is scheduled for April 4th.
The surplused DeWalt Tools are in the Officers room.
Ordered (5) chargers for Minitor 5 pagers from Albany Communication. (1) pager that was fixed was returned as it wasn't working correctly.
Chiefs are in the process of reviewing the SOG's and implementing a new training records documentation process for PESH compliance. Members will complete a paper form regarding training and the Station Administrator will input into a document on Google.
PESH will attend Chiefs association meeting to answer questions and provide guidance on "best practices."

FF Labrie researching adding fans to the Apparatus bay ceiling to push the radiant heat.
Gear purchased from MES at the end of 2018 for FF Jones and FF Labrie has been received. MES no longer sells Globe gear. B-Lann Equipment is now the sole vendor of Globe. B-Lann submitted an estimate of $12,860.00 (state contract pricing) for (6) sets of gear.
Looking to add personnel inventory/gear tracker to PS Trax at $12 member annually plus $12.00 member setup fee.
Hose/Ladder/Appliance Testing will take place August 1st-7th.

Finance and Budget: (Com. Pohl) No report

Communications: (Com. Pohl) No report

Medical: (Com. Pohl) Firefighter physicals can be scheduled with Dr. Buff on April 1st, 3rd, 8th, & 10th. Members please sign up in Apparatus bay.
New EMS bags were placed in service.
Captain Meier and FF Jones have completed Epi-Check and Inject training and are in service.

Legal and Insurance: (Com. Pohl) EGFD Ladies Auxiliary members need to complete sexual harassment online training thru Mc Neil Insurance. A group training session will be researched.

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 submitted an estimate of $75.00 per hour to manage EGFD's computer network. Commissioner DeLaFleur will contact for a meeting.

Personnel: (Com. Larson) No report

Policies: (Com. De La Fleur) No report

Use of Station: FF Sean Thibault use of the meeting and recreation room for his baby shower on April 28th from 10 am- 5 pm was approved.

The County was approved use of EGFD for the Interior Operations Class on June 24th for BEFO Training and August 5th, 7th, 12th, 15th, 19th, and September 3rd, 10th.

Accident Review Board: No report

LOSAP: (Com. De La Fleur) No report

Old Business: Commissioner DeLaFleur contacted Crisafulli Bros. and left another message but no return communication has been received regarding the service contract billing not paid due to poor workmanship.

New Business:
A motion was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to approve the purchase of (2) air conditioning units not to exceed $35,000.00 to be taken from A9960.804 Building Reserve and to publish notice of 30-day referendum.

A motion was made by Commissioner DeLaFleur, seconded by Commissioner Costello and unanimously passed to approve the purchase of landscaping, plants and lighting for the front of the firehouse not to exceed $8,000.00 to be taken from A9960.804 Building Reserve and to publish notice of 30-day referendum.

A motion was made by Commissioner Larson, seconded by Commissioner Costello and unanimously passed to approve the purchase of carbon drum removal and replacement of the floor drain tank from Miller Environmental not to exceed $4,500.00 to be taken from A3410.401 Building Repairs/Maint.

A motion was made by Commissioner Pohl, seconded by Commissioner Costello and unanimously passed to approve the purchase of possible camera inspection and hot water jetting of needed to aid in repair of the carbon drum floor drain tank from Miller Environmental not to exceed $1,500.00 to be taken from A3410.401 Building Repairs/Maint.

A motion was made by Commissioner Pohl, seconded by Commissioner Costello and unanimously passed to approve the purchase (6) sets of Globe turnout gear for members from B-Lann Equipment (sole source provider) for $12,860.00 (state contract pricing) to be taken from A34100.200 Purchase Trucks & Equip Subaccount A 3410.203 Protective Clothing.

A motion was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to approve the purchase (5) Polytac Flashlights from B-Lann Equipment for $265.00 to be taken from A34100.200 Purchase Trucks & Equip Subaccount A 3410.207 Rescue Equipment.

A motion was made by Commissioner DeLaFleur, seconded by Commissioner Larson and unanimously passed to approve the purchase of inventory software of members gear and equipment from PS Trax for $1,200.00 to be taken from A34100.420 Truck Repair/Maint Subaccount A3410.422 Truck Repair/Maint.

A motion was made by Commissioner Costello, seconded by Commissioner Larson and unanimously passed to approve the allowed per diem for (2) members attending an out of town Crude by Rail training class for $247.50 each to be taken from A34100.440 Training Subaccount A3410.441 Seminars & Membership.

A motion was made by Commissioner Larson, seconded by Commissioner Costello and unanimously passed to approve the purchase (3) steam straightening nozzles for $285.00 to be taken from A34100.200 Purchase Trucks & Equip Subaccount A 3410.201 Hose/Nozzle.

A motion was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to approve the surplus of old Lucas Tool and to post this and surplused old DeWalt tools for sale to the highest bidder.

Chief Thornhill presented research and information regarding discontinuing first response of Alpha calls. Alpha medical calls are 28% of EGFD's call volume. Responding to these minor calls where most of the time Mohawk Ambulance will have already responded to scene or responds a few minutes after EGFD takes valuable resources and time. If Mohawk Ambulance could not respond in a timely manner, then EGFD would be called to respond. Chief Thornhill presented this to members who are in favor. This would help reduce call volume and put more focus on fire and accident calls. Thomas Corners FD has this agreement structure and Alplaus FD is soon to follow. It would reduce overnight call volume without affecting patient outcomes. Chief Thornhill received the Board of Commissioners approval. Chief will work with Mohawk Ambulance, the FCC and members to start this change starting in April.

A motion was made by Commissioner Larson, seconded by Commissioner Costello and unanimously passed at 10:20 pm to adjourn.

Respectfully submitted,

Angel Vaughters
District Secretary