

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
December 18, 2023

Present: Commissioner Wendi Gapczynski
Commissioner Ross Thornhill
Commissioner Beth Larson
Commissioner Doug Bradt
District Treasurer Jeffrey Prescott
District Secretary Lindsay Abel
Chief Nick Abel
1st Assistant Chief Mike Meier

The Board of Commissioners meeting was called to order by Commissioner Gapczynski at 7:00 pm followed by the Pledge of Allegiance to the Flag. There were eight people present.

Discussion was held regarding the paint colors on the new fire engine, and the proposed cost and the price increase from the last engine purchased (ER-2321) to this one.

A motion was made by Commissioner Thornhill, seconded by Commissioner Bradt and was approved to approve the minutes of the November 20, 2023 meeting.

A motion was made by Commissioner Gapczynski, seconded by Commissioner Larson and approved to approve the minutes from the Special Meeting held November 28, 2023. Commissioner Thornhill abstained.

Chief's Report: Chief Abel- Attached

It was asked that the Board approve creating an instagram page. Instagram is included in the existing Social Media Policy, and the Board did not have any issues.

Discussion was held regarding replacing the SCBA Compressor system. Commissioner Thornhill asked if it was possible to find a company that would completely rebuild the one that we have.

The roof prop was put together last weekend and is currently under the pavillion to keep it out of the elements.

Chief Abel presented Dylan Romankowski and Brittany Ryan were both presented to the Board for membership.

President's Report- President Abel

The Company Installation Banquet will be January 6, 2023 at the Mohawk River Country Club.

The following individuals were elected by the company for recommendation following 3 individual to the Board to fill the Chief spots in 2024

Treasurer's Report: Treasurer Prescott

Discussion was held regarding excessive carryover in 2024 and what the Treasurer's recommendation are for it

Communications:

Capital Area Affairs invoice was received and will be voted on in 2024

A Christmas card was received from All Type Professional Doors

The Board of Election sent notice of their 2024 elections, they are as follows:
Presidential Primary- Tuesday 4/2/2024 5AM-9:45

Federal/State/Local Primary- Tuesday 6/25/2024 5M-9:45PM

General Election- Tuesday 11/5 =/2024 5AM-9:45AM

Committee Reports:

Grounds and Buildings; Commissioner Larson

Easter Heating and Cooling was here for fan maintenance for fans that have never been serviced. They were very dirty, and there was one without a filter. This is not something included in our regular maintenance, Commissioner Larson asked if this is something that should be added. The Board was in agreement that it was a good idea. Discussion was also had regarding the intake and the air exchange that is in the room in between the meeting room and the training room.

Towne Decorating is going to come and give a quote to cut the rug in the entryway.

Capital Generator was here for service, and the battery need repalcing on one. This will be \$500.

All Type Doors is currently waiting on parts to repair the door to the officer's room.

A member reported there was something wrong with the spring on the UTV bay door. They will be here to look at it.

Discussion was held regarding members not bringing issues found to the Chief's

Thin Red Line was here and cleaned the gutters, there were spots of mold on the roof. The tech recommended pressure washing this in the Spring.

Alarm and Supression here for annual inspection, no issues were found.

Ceiling tiles were repaired meeting room.

TRC was here for their 2023 testing, the cost to this is \$1,350 for the testing and the submission of the findings to the state.

Finanace: The Treasurer received an inquiry from the Auditors.

Medical- The Medical Requirements for the Firefighter revised and approved. Commissioner Thornhill updated the file, and it was signed, and it will be filed by the Secretary.

Legal and Insurance Commissioner Gapczynski

Members of the Board met with Bill VanGorder. The premium is going to increase 10%. Of that 10%, \$800, or 12% of the increase, is due to adding basic cyber coverage.

The insurance of the Company's Sanford Truck is being decreased to \$10,000 in 2024.

The coverage for bonding of the Treasurer and the Deputy Treasurer for theft protection.

The total premium for next year's total insurance premium is 36,462.58.

Computers-

Commissioner Thornhill is working with Rick Manocchi to replace a cable to the meeting room that is more suitable for the application.

The Ipad charg

Personnel- Commissioner Larson

Discussion was held regarding increasing the Station Administrator's credit limit to \$3,000. The treasurer said that this has already taken effect. Further discussion was held regarding the excess credit available, that is going to be decided in the new year.

Discussion was held regarding the difficulties in joining the Verizon Plan, and how it can be mitigated.

A job description was re-written for Deputy Treasurer. This will be posted.

Equipment and Apparatus-

The auction was held and netted \$12,320. Collar City sent the check subtracting commissions and that was not endorsed. They will be sending a new check. The new check has not yet been received. The treasurer plans to allocate the revenue from the items in the relevant accounts to what was sold.

Use of Station- Commissioner Larson-

There are several upcoming station uses:

PBA- 1/8/2024, 4/8/2024, 7/8/2024, 11/11/2024, 12/9/2024

Policies-

The new Medical Requirements for Firefighters Policy was revised, approved, and signed.

The District Treasurer asked that the Fund Balance Policy be reviewed and increased to 10%-15%.

Legislation

The State Government will be giving a stipend to new trainees that complete BEFO, IFO, and Officer 1.

The BHBL School Board passed the 10% Firefighter Tax Exemption.

LOSAP- No Report

Accident Review Board- No Report

Consolidation- No Report

Old Business-

New Business-

The District Election was held on December 12, 2023. Beth Larson was elected for a 5-year term, and Al Martin was elected for a 1- year term.

Commissioner Thornhill will be contacting TRC in regards to the SPEDES permit.

A motion was made by Commissioner Gapczynski seconded by Commissioner Larson and approved to approve Joanne Jantz, Robin Meier, and Diane Costello as the 2024 Board of Election for the District Election 12/12 from 6pm-9pm. Each member will be paid \$50 the night of the election. To come out of A3410.465 Advertising and Vote.

A motion was made by Commissioner Larson, seconded by Commissioner Thornhill, and approved to approve \$1344 to Eastern Heating and Cooling to service 2 roof fans to come out of A3410.401 Grounds and Buildings.

A motion was made by Commissioner Larson, seconded by Commissioner Thornhill and approved to approve increasing the District Administrator's credit limit from \$1,000 to \$3,000.

A motion was made by Commissioner Martin, seconded by Commissioner Bradt and approved to approve the revised Job Descriptions for the positions of Station Keeper and Station Administrator.

A motion was made by Commissioner Martin, seconded by Commissioner Thornhill and approved to approve 4 members to take EMT totaling \$2,800.

A motion was made by Commissioner Thornhill, seconded by Commissioner Martin and approved to purchase 6 EMT textbooks totaling \$900.

A motion was made by Commissioner Thornhill, seconded by Commissioner Martin and approved to approve the reimbursement of the tuition cost upon successful completion.

A motion was made by Commissioner Gapczynski, seconded by Commissioner Thornhill, and approved to approve 3 members to take the AHA BLS CPR course totaling \$180.

A motion was made by Commissioner Gapczynski, seconded by Commissioner Martin, and approved to approve the purchase of 4 Lieutenant badges.

A motion was made by Commissioner Gapczynski, seconded by Commissioner Martin, and approved to approve the purchase of Vulcan Box lights totaling \$5,135.

A motion was made by Commissioner Thornhill, seconded by Commissioner Martin and approved to approve the purchase of 1 webcam for \$179.

A motion for resolution was made by Commissioner Gapczynski, seconded by Commissioner Bradt and approved to amend the 2023 budget as follows:

Increase	A3410.400	Building Repair & Maintenance	
	SubAccount	A3410.401	Grounds and Buildings
			<u>1,416.00</u>

Decrease	A3410.400	Building Repair & Maintenance	
	SubAccount	A3410.407	Parking Lot
			<u>1,416.00</u>

To adjust General Building & Grounds Maintenance for Maintenance Costs and to fund the heat tube repair and meeting room tile leveling.

A motion for resolution was made by Commissioner Gapczynski, seconded by Commissioner Thornhill and approved to amend the 2023 budget as follows:

Increase	A3410.400	Building Repair & Maintenance	
	SubAccount	A3410.403	Floors & Rubbish
			<u>98.00</u>

Decrease	A3410.400	Building Repair & Maintenance	
	SuAccount	A3410.407	Parking Lot
			<u>98.00</u>

To provide funding for 6 cases of Trash bags, and to fund December's trash bill.

A motion for resolution was made by Commissioner Gapczynski, seconded by Commissioner Bradt and approved to amend the 2023 budget as follows:

Increase	A3410.460	Miscellaneous	
	SubAccount	A3410.467	Physicals and Tests
			<u>560.00</u>

Decrease	A3410.460	Miscellaneous	
	SubAccount	A3410.469	Independent Auditor
			<u>560.00</u>

To provide funding for an additional annual physical and to provide funding for 2 initial physicals for 2 new members voted in by the Company at the November 2023 Meeting.

A motion for resolution was made by Commissioner Thornhill, seconded by Commissioner Martin and approved to amend the 2023 budget as follows:

Decrease	A3410.400	Building Repair & Maintenance	
	SuAccount	A3410.407	Parking Lot
			<u>1344.00</u>

Increase	A3410.400	Building Repair & Maintenance	
	SubAccount	A3410.401	Grounds and Buildings
			<u>1344.00</u>

To provide funding for the Roof Fan maintenance.

A motion for resolution was made by Commissioner Thorhill, seconded by Commissioner Gapczynski and approved to amend the 2023 budget as follows:

Increase	A2706	Grant from Local Government	<u>5,900.00</u>
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Increase	A3410.210A	County Grant Expenditures	<u>5,900.00</u>
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To provide funding for the purchase of the LED Box lights.

A motion for resolution was made by Commissioner Thornhill, seconded by Commissioner Martin and approved to amend the 2023 budget as follows:

Decrease	A3410.200	Purchase Trucks and Equipment	
	SuAccount	A3410.204	EMS Supply/Equipment
			<u>3,206.00</u>

Increase	A3410.440	Training	
	SubAccount	A3410.441	Seminars and Membership
			<u>3,206.00</u>

To provide funding for the EMT class Tuition and Supplies.

A motion was made by Commissioner Thornhill, seconded by Commissioner Martin and approved to approve November 20, 2023 Abstract #11 for \$20,786.72.

A motion was made by Commissioner Thornhill, seconded by Commissioner Bradt and approved to approve \$150 for the rental of a Porta-Jane for the NYSAFC training to come out of A3410.441 Seminars and Membership.

A motion was made by Commissioner Thornhill, seconded by Commissioner Martin and approved to approve \$60 to Susan Landry teaching CME course.

A motion was made by Commissioner Thornhill, seconded by Commissioner Martin and approved to adjourn at. 9:17pm.

Respectfully Submitted,

Lindsay Abel
District Secretary