

EAST GLENVILLE FIRE DISTRICT #3  
BOARD OF COMMISSIONERS MEETING  
JANUARY 16, 2022

Present: Chairwoman Wendi Gapczynski  
Commissioner Beth Larson  
Commissioner Ken Abel  
Commissioner Ross Thornhill  
District Treasurer Jeffrey Prescott  
District Secretary Lindsay Abel  
Chief Nick Abel  
1<sup>st</sup> 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.

A motion was made by Commissioner Thornhill, seconded by Commissioner Gapczynski and approved to approve the minutes from the December 19, 2022 meeting minutes, Commissioner Abel abstained.

A motion was made by Commissioner Thornhill, seconded by Commissioner Larson and approved to approve the minutes from the Organizational Meeting held on January 3, 2023.

Chief's Report: Chief Abel, and 1<sup>st</sup> Assistant Chief Meier

Chief Abel made the Board aware that MES will be here at 7am on Tuesday 1/31 for annual SCBA flow testing. Commissioner Larson will make the District Administrator aware.

The new Chief's vehicle will be going to Auto Solutions to begin it's upfit.

Discussion was held to decide if a new 2 ½ nozzle for 2321 was necessary.

The annual McNeil training is available for all and is due September 30<sup>th</sup>.

George Budesheim was made Captain of Engines, and Scott Fura was made Lietenant as of 1/1/2023.

Discussion was held regarding different brands of fire gear.

John Labrie submitted a request to be reimbursed the exam fee for the EMT state exam of \$28, the board agreed that this has been reimbursed in the past and they will reimburse. Also submitted was the cost of a study guide that the Board agreed that the cost of the study guide would not be reimbursed.

## President's Report- President Abel

President Abel presented Terrance Brady to the Board for approval for membership with a favorable recommendation from the Company.

## Treasurer's Report: Treasurer Prescott- Attached

### Communications:

A letter was received from the Glenville Town Clerk thanking us for our participation in the Chili Contest.

A certificate of liability was received from Solid Surface was received. After discussion it was decided that vendors automatically send those out to those they have worked with in the past and it can be disregarded.

Several Christmas cards were received.

### Committee Reports:

#### Grounds and Buildings; Commissioner Larson

Eastern heating and cooling ordered the hand-off switch.

Commissioner Larson made a note that she will be calling Capital Power.

Commissioner asked about the user manual for the CO detector system, Commissioner Thornhill reached out again with no response. Commissioner Abel will be making contact.

All Type Professional Doors informed us of the new pricing that is effective 1/1/23:

\$135/hr- Regular Hours

\$202.50/hr- Emergency

\$270/hr-Sundays and Holidays

The Ladies Auxiliary provided a list of all the items that they put in the garage from cleaning out the kitchen.

There will be an informal meeting this month regarding the inventory project.

Alarm and Suppression Inc. was here and replaced 2 smoke alarms.

The wording for the Certificate of Liability was changed.

Commissioner Larson provided the room capacity certificates as discussed in the organizational meeting.

Klune Electric gave a quote of \$395.45 for new snow cables.

Linstar is asking for \$240 to renew that Galaxy Software Maintenance.

The District Treasurer has not yet recieved a bill from Informative Home Inspections for the work done on the board room chairs. Commissioner Larson will contact.

Discussion was held regarding the ongoing door project with All Type Professional Doors. The board discussed going in a different direction after receiving notice that the previous agreed upon cost may no longer be valid as the cost of supplie has gone up. Commissioners Larson, Abel, and Gapczynski will meet to discuss further.

#### Finance Committee-

Treasuer Prescott made the board aware that dates are being set for the auditors to come, it will not be until April.

The annual comptroller report has not yet been started, hopefully it will be by the end of February.

#### Medical-

The Chief made the Board aware that they are usually in April, and physicals are prior to fit testing.

#### Computers- Commissioner Thornhill

Commissioner Thornhill has not yet gotten new pricing for new system, and he will be working on it.

Chief Abel and 1<sup>st</sup> Assistant Chief Meier made the Board aware that the printer in the District Office leaves streaks when printing.

Commissioner Gapczynski made Commissioner Thornhill aware that the computers in the officer's room are giving false error messages when printing to the radio room.

#### Personnel- Commissioner Larson

Commissioner Larson and Commissioner Bradt are working on interviews for the Statistician position.

Commissioner Larson asked that the District Secretary make sure that each paid staff member and Commissioner have personnel file.

Commissioner Larson requested that the District Administrator learn how to use the ID printer and create keyfobs. Commissioner Thornhill said that he will teach her.

#### Apparatus-

2325 is currently waiting for parts.

Discussion was held regarding the rust on 2376, a resolution is being investigated.

#### Use of Station- Commissioner Larson

The ongoing programs include the Glenville PBA and the Veterans.

Discussion was helds regarding who has keyfobs, and there will be ongoing efforts to account for who has keyfobs.

The Board decided that as a standard, nothing will be scheduled for Tuesdays other than the Veterans that already meet.

#### Policies- Commissioner Thornhill

The District Administrator is working on the book of policies to go in the radio room, the District Secretary will review once she is finished.

#### LOSAP-No Report

#### Legislative-

The Board discussed the Real Property Tax Exemption. There is no action needed by the Board.

#### Consolidation- No Report

#### Accident Review Board-

Commissioner Gapczynski announced the Accident Review Board to be:  
Chief Nick Abel  
1<sup>st</sup> Assistant Chief Mike Meier  
Commissioner Abel  
Al Martin

#### New Business

A motion for resolution was made by Commissioner Thornhill, seconded by Commissioner Larson, and unanimously approved to pay \$240 to Linstar for the Galaxy System Maintenance to come out of A3410.401 Grounds and Buildings.

A motion was made by Commissioner Thornhill, seconded by Commissioner Larson and unanimously approved to approve \$395.45 to Klune Electric for new snow cables to come out of A3410.401 Grounds and Buildings.

A motion was made by Commissioner Thornhill, seconded by Commissioner Larson and unanimously approved to approve \$8,342 to purchase 12 Unication Pagers for 7,568 and 9 Desktop chargers for 774.00 to come out of A3410.206 Radios/Alarms

A motion was made by Commissioner Thornhill, seconded by Commissioner Gapczynski and unanimously approved to approve \$22,200 to purchase 5 sets of turnout gear for \$4,450 each to come out of A3410.203 Protective Clothing.

A motion was made by Commissioner Larson, seconded by Commissioner Abel and unanimously approved to approve \$1,400.00 to purchase a 2 ½ nozzle to come out of A3410.201 Hose/Nozzle.

A motion was made by Commissioner Thornhill, seconded by Commissioner Abel and unanimously approved to approve \$700 to purchase 40 CPR Cards (400.00), 10 CPR Books (200.00), and 1 CPR DVD (100.00) to come out of A3410.441 Seminars.

A motion was made by Commissioner Thornhill, seconded by Commissioner Larson, and unanimously approved to approve the membership of Terrance Brady.

A motion for resolution was made by Commissioner Larson, seconded by Commissioner Thornhill and approved to appropriate 12/31/2021 Assigned Unappropriated Fund Balance (Reserved for Encumbrance) as follows:

|          |            |                                 |                 |
|----------|------------|---------------------------------|-----------------|
| Increase | A3410.400  | Building Repair/ Maintenance    |                 |
|          | SubAccount | A3410.401 Grounds and Buildings | <u>1,095.00</u> |
| Increase | A5095      | Appropriated Fund Balance       | <u>1,095.00</u> |

To amend the 2022 budget for replacement of electric lock on main netry door that was discovered as a problem on 10/21/2021.

A motion for resolution was made by Commissioner Larson, seconded by Commissioner Gapczynski and approved to amend the 2022 budget as follows:

|          |            |                                 |               |
|----------|------------|---------------------------------|---------------|
| Increase | A3410.400  | Building Repair/ Maintenance    |               |
|          | SubAccount | A3410.401 Grounds and Buildings | <u>173.00</u> |
| Decrease | A3410.400  | Building Repair/ Maintenance    |               |
|          | SubAccount | A3410.401a Snow Plowing         | <u>173.00</u> |

To provide funding for Best Refridgeration refridgerator repair.

A motion for resolution was made by Commissioner Larson, seconded by Commissioner Thornhill and approved to amend the 2022 budget as follows:

|          |            |                              |                 |
|----------|------------|------------------------------|-----------------|
| Increase | A3410.420  | Building Repair/ Maintenance |                 |
|          | SubAccount | A3410.423 Fuel               | <u>1,071.00</u> |
| Decrease | A3410.190  | Contingency                  | <u>1,071.00</u> |

To provide funding for excess cost of Fuel due to 2022 increase in costs.

A motion for resolution was made by Commissioner Thornhill, seconded by Commissioner Larson and approved to amend the 2022 budget as follows:

|          |            |                                 |                 |
|----------|------------|---------------------------------|-----------------|
| Increase | A3410.400  | Building Repair/ Maintenance    |                 |
|          | SubAccount | A3410.401 Grounds and Buildings | <u>1,946.00</u> |
| Decrease | A3410.400  | Building Repair/ Maintenance    |                 |
|          | SubAccount | A3410.403 Floors & Rubbish      | 1,505.00        |
|          | SubAccount | A3410.401a Snow Plowing         | <u>441.00</u>   |
|          |            | Total Decrease                  | <u>1,946.00</u> |

To provide funding for Eastern AHU#2 & #3 Repair. Water fountain Filters, pest control for December, Apparatus Bay Drain Service and Leaf Blower Batteries.

A motion for resolution was made by Commissioner Thornhill, seconded by Commissioner Gapczynski and approved to amend the 2022 budget as follows:

|          |           |                  |                 |
|----------|-----------|------------------|-----------------|
| Increase | A3410.480 | Gas and Electric | <u>2,306.00</u> |
| Decrease | A3410.190 | Contingency      | <u>2,306.00</u> |

To provide funding for increased gas and electric costs during 2022.

A motion for resolution was made by Commissioner Thornhill, seconded by Commissioner Gapczynski and approved to amend the 2022 budget as follows:

|          |           |                        |              |
|----------|-----------|------------------------|--------------|
| Increase | A9050.800 | Unemployment Insurance | <u>17.00</u> |
| Decrease | A9089.800 | EAP Program            | <u>17.00</u> |

To provide funding for unemployment Insurance costs through 12/31/2022.

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

|          |            |                             |               |
|----------|------------|-----------------------------|---------------|
| Increase | A3410.440  | Training                    |               |
|          | SubAccount | A3410.443 Fire Inspection   | <u>153.00</u> |
| Decrease | A3410.440  | Training                    |               |
|          | SubAccount | A3410.441 Training Seminars | <u>153.00</u> |

To provide funding for excess inspection costs.

A motion was made by Commissioner Thornhill, seconded by Commissioner Abel and approved to approve Abstract #1 dated January 16, 2023 totaling \$205,299.53.

A motion was made by Commissioner Thornhill, seconded by Commissioner Larson and approved to approve \$1,095 to All Type Professional Doors for installing the locks on the main entry door to come out of A3410.401 Grounds and Buildings.

A motion was made by Commissioner Thornhill, seconded by Commissioner Gapczynski and approved to approve \$173 to Best Refridgeration for fixing the refridgerator.

A motion was made by Commissioner Gapczynski, seconded by Commissione Thornhill and approved to enter into executive session at 8:31pm to discuss the employment history of particular people or matters leading to the demotion, discipline, suspension, dismissal, or removal or any person pursuant to Public Officers Law 105(1)(f).

A motion was made by Commissionr Tornhill, seconded by Commissioner Gapczynski and approved to return to regular session at 10:14pm

A motion was made by Commissioner Thornhill, seconded by Commssioner Gapczynski and approved to adjourn at 10:14pm

Respectfully Submitted,

Lindsay Abel  
District Secretary