

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
November 16, 2020

Present:	Commissioner Dave Costello	President John Labrie
	Commissioner Beth Larson	Vice-President Kevin Kea
	Commissioner Suzanne Pohl	Wendi Gapczynski
	Commissioner Ross Thornhill	
	Treasurer Jeff Prescott	
	Secretary Elaine Erckman	
	Chief Clem Schimikowski	
	Assistant Chief Mike Boisclair	
	Captain Nick Abel	
	Lieutenant Mike Meier	

The Board of Fire Commissioners meeting was called to order by Commissioner Costello at 7:00 pm followed by a Pledge of Allegiance to the Flag.

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson to move to executive session for personnel reasons at 7:02 pm. The Board returned to regular session at 7:20 pm.

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson to approve Elaine Erckman for the position of District Secretary and Deputy Treasurer until the end of the year 2020. The oath of office was administered by Commissioner Thornhill.

A motion was made by Commissioner Thornhill and seconded by Commissioner Costello to approve the minutes of the October 19, 2020 monthly meeting of the Board of Commissioners.

A motion was made by Commissioner Thornhill and seconded by Commissioner Costello to approve the minutes of the Public Budget Hearing and the Special Meeting which was held on October 20, 2020.

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson to approve the minutes of the Special Meeting which was held on November 6, 2020.

Chief's Report: Chief Clem Schimikowski see attached)

All district vehicle files were reviewed, organized and placed in label and tabbed out binders for easier reference. Files are still in the District Board room.

The Board of Fire Commissioners is working on titling all apparatus as requested by the district's insurance company.

Received a request from Ellis Medicine for the number of members in the company who are eligible to receive the COVID vaccine once it is available.

A FOIL request was received from Lexis Nexis for a building fire at 413 Saratoga Road on October 12, 2020. The response was sent within the five-day period required to acknowledge the request. Once the report is received from the fire inspector, it will be forwarded.

President's Report: John Labrie (see attached)

Eric Puffer and Sage Baltrusaitis were sworn as members of the EGFD fire company on November 10, 2020.

Tyler Foote and he was voted in at the company meeting on November 10, 2020.

Vice-President Kevin Kea addressed the status of the Class A uniforms. Kevin will check to see if uniform pants for ladies are available.

The slate of officers that was nominated for 2021 is as follows:

Chief Clem Schimikowski
1st Assistant Chief Mike Boisclair
2nd Assistant Chief Nick Abel/John Jewell
Captain Rescue John Jewell/Nick Abel/Shawn Primett
Captain Engine Shawn Primett/George Budesheim
Captain Fire Police Wayne Sandilands
Lt. Shawn Primett/Mike Meier/Kevin J Kea
President John Labrie
Vice-President Kevin K. Kea
Secretary Wendi Gapczynski
Treasurer Dave Costello
House Steward Sue Desbiens

President Labrie stated that he is putting together a plaque from the company to present to the Town of Glenville in honor of their 200th anniversary.

A discussion was held as to the events planned for upcoming dates. It was decided that it is not in the best interest of the fire district, fire company and ladies' auxiliary to hold an installation dinner. Each entity of the district will swear in their officers as follows: the chiefs, new commissioners and district officers will be sworn in on January 1, 2021 at the fire station. The company officers will be sworn in at their January 2021 company meeting and the ladies' auxiliary will swear in their officers at the April 2021 auxiliary meeting.

Treasurer's Report: Treasurer Jeff Prescott – see attached

There are three budget amendments which need to be approved.

Treasurer Prescott stated that there is going to be a \$49,000 estimated excess unrestricted fund balance amount as of 12/31/2020 and it is time to decide how to dispose of the money. The district has until after the audit of the 2020 financials and before June 2021 to make a decision. A discussion was held and it was agreed that the excess funds could be used to pay for the new HVAC system.

Treasurer Prescott suggested to the Board of Commissioners set up an account with NYCLASS Municipal Cooperation. He explained why it would be beneficial for the Board to take advantage of this program.

Three bills need to be added to the abstract for approval.

Purchasing: Commissioner Costello – Outstanding Approved Purchases

Buildings and Grounds: Commissioner Larson

Eastern Heating and Cooling Inc. installed the thermostat in the hall on 11/9/20 that was approved at the October 19, 2020 Board meeting for \$964.

Twin Swan will be coming soon to do tree work. They will trim on both sides of driveway, cut 8-10 trees by the pavilion and clean out by the garage.

Commissioner Larson has been in contact with Electronic Office Products in regards to the new copy machine service contract. It will be the same as last year and can be pro-rated from the existing contract and rolled over to the new one.

Rainbow Sprinkler has shut down the sprinkler system.

Ballston Lake Gutters has cleaned the gutters.

Stanley Steemer has been contacted to clean the dryer vent on the roof. They will collect the debris and take it away. They also discovered a leak in the roof by the dryer vent pipe which needs to be fixed. Commissioner Larson recommended to the Board that this becomes a yearly maintenance item.

Ballston Carpet will fix the strip going into rec room as it is too high.

Ice machine has been maintained. Need to purchase filters.

Truck soap was ordered from Hillyard. Members need to notify Commissioner Larson when it needs to be ordered.

Three quotes have been requested for the replacement of the HVAC system in the meeting room. The companies contacted were Eastern Heating and Cooling Inc., Jdj and Johnson Controls which is state contract. Quotes will need to be received before the next board meeting.

Collar City Auctions has been contacted to see how it works with municipalities get rid of surplus pieces of equipment. Items can be sold individually or in lots of items. There is no cost to the district, the buyer pays the costs. Commissioner Thornhill will inquire as to whether they have exclusive rights to selling equipment for the district or can the district sell to others and can there be a reserve.

The Board was contacted by Teresa Diehsner in regards to the application for a DEC permit to NYS Department of Environmental Conservation for an Industrial SPDES – Surface Discharge stating that

the application is complete and a technical review as commenced. A legal notice for public comment is required. This notice must be printed in the Daily Gazette and must be mailed certified mail/return receipt. Upon receipt of the proof of publication, it must be forwarded to the office of DEC. This permit needs to be renewed every five (5) years.

Equipment & Apparatus: Chief Clem Schimikowski

Commissioner Thornhill obtained a title for 238 following a motor vehicle accident. The salvage company returned the certificate of origin and required a title. A certificate of origin was submitted in anticipation of replacing 230 and in hopes of receiving a title by the first of the year. Commissioner Thornhill will be working on obtaining titles and plates for each of the apparatus as per the suggestion of the district's insurance agency to make it easier to surplus apparatus.

Purchasing: Commissioner Costello – none

Finance and Budget: Commissioner Pohl

The public budget hearing was held on October 20, 2020 and a special meeting was held immediately following the budget hearing. The Board of Commissioners passed to set the budget adoption date of October 20, 2020 for the budget year 2021.

Medical: Commissioner Pohl – none

Chief Schimikowski stated that the list of firefighter medical clearance forms was not received. The district secretary will work with the Chief to locate the missing documents.

Legal and Insurance: Commissioner Pohl

Bill Van Gorder from the district's insurance agency will be attending the December Board meeting to present the district's insurance coverage.

Commissioner Pohl stated that the list of firefighters eligible for the Cancer program should be the same as last year.

Computer: Commissioner Thornhill

A new battery was purchased for the district secretary's computer.

A request was sent to Erin Dunn in regards to the iPad contracts with Verizon. The monthly contract is currently \$40 for each iPad. The usage on the iPads is very low and a contract can be obtained on state contract for a total of \$80 a month for all iPads

Personnel: Commissioner Larson

Applications have been received for the positions posted and the Board will be acting on these following the Board meeting.

Elaine Erckman was approved and administered the oath of office for district secretary and deputy treasurer.

Policies: Commissioner Costello

A workshop needs to be set up before January 2021 to review the district's policies.

Apparatus: Commissioner Costello

Covered in Chief's report.

Use of Station:

The use of the station for a polling place by the Schenectady County Board of Elections was carried off with no problems.

On behalf of the Board Commissioner Larson thanked the station keeper Brad Hough for the excellent job he did making the fire station and grounds look great.

Accident Review Board: Commissioner Thornhill – none

LOSAP: Commissioner Costello – none

Legislative: none

Consolidation: none

Old Business:

A motion for Resolution was made by Commissioner Thornhill, seconded by Commissioner Pohl and unanimously approved to open an investment account with the NYCLASS Municipal Cooperation Agreement with the District Treasurer Jeffrey Prescott as the key contact.

The Municipal Cooperation Resolution reads as follows:

WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o ("Section 119-o") empowers municipal corporation [defined in Article 5-G, Section 119-n to include school districts, boards of cooperative educational services, counties, cities, town and villages, and districts] to enter into, amend, cancel and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers and duties on a cooperative or contract basis;

WHEREAS, the East Glensville Fire District No. 3 wishes to invest portions of its available investment funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019;

WHEREAS, the East Glensville Fire District No. 3 wishes to assure the safety and liquidity needs of their funds;

Now, therefore, it is hereby resolved as follows:

That Jeffrey M. Prescott (Key Contact*), Treasurer of East Glenville Fire District No. 3 is hereby authorized to participate in the NYCLASS program under the terms of the NYCLASS Municipal Agreement Amended and Restated as of March 28, 2019.

*The key contact on an account is the main point of contact for an entity. They receive voting credentials for Governing Board elections and all other important communications.

New Business:

A motion was made by Commissioner Larson, seconded by Commissioner Thornhill and unanimously passed to accept the bid from Stanley Steemer for the cleaning of the dryer vent dated 11/10/20 in the amount of \$250 to taken from account A3410.401 Grounds & Building.

A motion was made by Commissioner Thornhill, seconded by Commissioner Pohl and unanimously passed to change the Verizon service contract from \$40 per month unlimited to \$5 a month for front line vehicles and \$20 a month for chief's vehicles.

A motion was made by Commissioner Thornhill, seconded by Commissioner Larson and unanimously passed to approve utilizing Color City Auctions for the surplus of East Glenville equipment provided that by utilizing their service that we are not exclusive for items not sold through them.

A motion was made by Commissioner Thornhill, seconded by Commissioner Larson and unanimously passed to approve the membership of Tyler Foote into the East Glenville Fire Company.

A motion was made by Commissioner Thornhill, seconded by Commissioner Costello and unanimously passed to approve the purchase of winter hats for \$25, embroidery \$125 and polo shirts for \$540 to be taken from account A3410.211 Retention.

A motion for Resolution was made by Commissioner Thornhill, seconded by Commissioner Larson and unanimously passed to amend the 2020 Budget as follows:

Increase:	A2680 Insurance Settlement	<u>17,625.00</u>
Increase:	A3410.422 Truck Repairs	
	SubAccount A3410.422 Truck Repairs	<u>100.00</u>
Decrease:	A2650 Sale of Equipment	<u>17,525.00</u>

To recognize the insurance proceeds received from the MVA involving the 2011 Chief's Vehicle & to allocate the \$100 to Truck Repairs for the Towing Reimbursement, and to reduce Sales of Equipment for the net amount, since we had intended on selling the 2011 Vehicle thus revenue will not be in the Sales of Equipment line, but the Insurance Settlement Line.

A motion for Resolution was made by Commissioner Thornhill, seconded by Commissioner Larson and unanimously passed to amend the 2020 Budget as follows:

Increase: A3410.460 Miscellaneous
 SubAccount A3410.461 Computer 120.00

Decrease: A3410.460 Miscellaneous
 SubAccount A3410.463 Conventions & Membership 120.00

To provide Funding for Linstar Repair invoice from July 2020 Service Call

A motion for Resolution was made by Commissioner Thornhill, seconded by Commissioner Costello and unanimously approve to amend the 2020 Budget as follows:

Increase: A3410.420 Truck Repairs
 SubAccount A3410.422 Truck Repairs 1,861.00
 SubAccount A3410.421 Tires & Batteries 140.00
 2,001.00

Decrease: A3410.420 Truck Repairs
 SubAccount A3410.423 Truck Fuel 1,300.00
Decrease: A3410.190 Contingency 701.00
 2,001.00

To provide Funding for C-237, ER-231, LT-236, E-235 and R-230 Repairs.

A motion for Resolution was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve payment of Abstract #11 minus voucher #339 for JElectric for new CO System in the Apparatus Bay in the amount of \$8,500 leaving a total amount of the abstract as \$77,048.07.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to pay Ballston Lake Gutter to clean the gutters \$150 to be taken from account A3410.401 Building & Grounds.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to pay National Grid \$60 for the light to be taken from account A3410.480 gas & electric.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to pay \$100 to winterize sprinkler system to be taken from account A3410.401 Building & Grounds.

A motion was made by Commissioner Thornhill, seconded by Commissioner Costello and unanimously passed to approve the payment of \$50 each for the three members of the board of election for the commissioner elections to be taken from account A3410.465 Advertising & Vote.

A motion was made by Commissioner Thornhill, seconded by Commissioner Larson and unanimously passed to approve publishing the required information for the SPEDIS permit in the Daily Gazette to be taken from account A3410.465 Advertising & Vote.

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

A motion was made by Commissioner Thornhill, seconded by Commissioner Larson and unanimously passed to approve the purchase of uniform parts not to exceed \$1,626.77 to be taken from account A3410.462 Dress Uniform.

A motion was made by Commissioner Thornhill, seconded by Commissioner Costello to adjourn at 9:50 pm.

Respectfully submitted,

Elaine Erckman
District Secretary