

## April 21, 2022 Regular Meeting West Sand Lake Board of Fire Commissioners

The regular meeting of the West Sand Lake Board of Fire Commissioners was called to order at 7:05pm by Commissioner Bell. Those present were Commissioner Ellis, Commissioner Bell, Commissioner Deutsch, Commissioner Hull and Commissioner Verrastro. Also present were Chief Heffern, 1<sup>st</sup> Asst Chief Gazeley as well as Secretary/Treasurer Deutsch. Dave Rogers and Nikki Haskins from RBC Wealth Management were present via Zoom.

### **OPENING OF LAWN CARE BIDS:**

Bids received:           Premiere Lawn & Landscaping           \$8,840.00

**Commissioner Bell made a motion to table the discussion of the bid to be discussed under Building and Grounds. Motion was seconded by Commissioner Ellis. Motion carried.**

### **RBC Wealth Management – Dave Rogers**

Dave introduced himself to the Board and talked a bit about past performance of the LOSAP brokerage account. He stated that the 5-year return had been above 6% and that although the markets are tumultuous, he does feel he has positioned the funds appropriately for long-term growth. Dave went over some of the funds he has recently added to the portfolio as a hedge against inflation and showed a Morningstar report which shows percent of positions. He stated that the 2022 contribution to LOSAP will be \$53,212. He did note that the Board has been making contributions over the required amounts for a few years. If any of the Board have any questions, they can contact him.

### **Treasurer's Report:**

Building Account	\$973,255.53	General Checking Acct	\$11,549.94
Equipment Account	\$1,454,289.51	General Savings Acct	\$458,156.97
Total All Accounts:	<b><u>\$2,897,251.95</u></b>		

The balance of the RBC LOSAP Brokerage account as of 3/31/22 was \$998,852.94

### **Emergency Purchase Orders between meetings:**

Jeff Snyder – Overhead Heater NTE \$1,000  
Firematic Supply – R-43 NTE \$1,000 for Insta-chains

**Commissioner Ellis made a motion to approve the Emergency POs, seconded by Commissioner Hull. Motion carried.**

Treasurer Deutsch stated she had added Budget line items for Ice Rescue Suits, Refit of U43 and new Building project. Treasurer Deutsch gave the 3/31/22 balance of the LOSAP brokerage account as \$998,852.94

Commissioner Verrastro asked why the total Contractual Expenditures line didn't add up. The remaining amount was off. Carrie said she would check into that and correct.

**Commissioner Ellis made a motion to accept the Treasurer's report, seconded by Commissioner Verrastro. Motion carried.**

**Secretary's report:**

The secretary provided the minutes from the regular meeting March 17, 2022. **Commissioner Ellis made a motion to approve the minutes, seconded by Commissioner Hull. Motion carried.**

The April & May calendar of events were made available: Aux Breakfast, member hall rentals, Fire Co meeting, Blood Drive, Prayer Breakfast and Building Committee Meeting.

Secretary Deutsch stated that the LOSAP Point Certification had been completed and that Firefly Admin would be sending out the annual report to the board. She requested a PO to WB Mason to purchase window envelopes to mail out the LOSAP Benefit Statements to everyone when they arrive from Firefly Admin. The Chief also stated he needed a few things and he would get with the Secretary before she orders. **Commissioner Bell made a motion to approve a purchase order NTE \$150 seconded by Commissioner Ellis. Motion carried.**

The Purchase Order list was reviewed and Chief Heffern stated that Dival and Edlemann purchases were complete and had been paid for thus should be removed from the PO List. **Commissioner Ellis made a motion to approve the Secretary's report, seconded by Commissioner Hull. Motion carried.**

**Chief's report:**

**1. Call Report March 2022**

- 32 Calls for the Month -
  - 9 Fire
  - 23 EMS
  - 28% 71%
  
- 93 Calls for the Year
  - 29 Fire
  - 64 EMS
  - 31% 69%
  
- Monthly Man Hours 450.6
- Yearly Total Man Hours 1,774.60

**2. Updates:**

- Rensselaer County BPS will be hosting a meeting regard current state of EMS in county. 5/16/22 at 1830hrs at HVCC.
- NYS Assoc. of Fire Chiefs is hosting a webinar about recent changes in state law that will allow Fire Districts to bill for EMS transportation. 4/22/22 at 1030 hrs.

**3. Personnel:**

The chief discussed with the board the possibility of two new positions. Fire District Administrative Officer and Fire District Daytime Station Keeper. The chief went over what each position would entail and the requirements needed (i.e., training and certifications). Section 176 11-c of Town Law offers provisions for the Fire District to employ paid firefighters and officers. Commissioner Bell asked where the funds would come for these positions. The chief stated which line items of the 2022 Budget could be reallocated for the 2022 Budget. It was determined that there were funds at the present time for the addition of the Administrative Officer. Town law states a public hearing must be held prior to the appointment of this individual. Commissioner Deutsch presented the following resolution:

IT IS HEREBY RESOLVED by the Board of Fire Commissioners of the West Sand Lake Fire District; that

WHEREAS, the Board of Fire Commissioners have recognized the need to hire a candidate for the position of Administrative Supervisor; and

WHEREAS, the Board of Fire Commissioners have heretofore on the public record established a source of funds in the current budget to fund the same position; and

WHEREAS, the Board of Fire Commissioners have established a draft job description;

IT IS HEREBY RESOLVED, by the Board of Fire Commissioners at its regularly scheduled meeting on April 21st, 2022, to hire a candidate for the position of Administrative Supervisor; said Resolution being adopted subject to a public hearing to be conducted on May 10, 2022 pursuant to Section 176-11-c of the Town Law of The State Of New York.

The motion was seconded by Commissioner Hull.  
All voted in favor and the motion carried.

#### **4. Purchase Requests**

1. Northern Tool (Pioneer) for Hazmat Clean up powders NTE \$520

**Commissioner Ellis made a motion to approve the purchase, seconded by Commissioner Verrastro. Motion carried.**

2. Safetysign (Pioneer) for two Stop/Slow Sign batteries NTE \$170. Safetysign is the only vendor to get these.

**Commissioner Verrastro made a motion to approve the purchase, seconded by Commissioner Ellis. Motion carried.**

3. Emergency Medical Products for suction unit, gloves, tourniquets, chest seals, gauze NTE \$1,300.00

**Commissioner Hull made a motion to approve the purchase, seconded by Commissioner Ellis. Motion carried.**

4. SCBA spectacle kit from MES NTE \$200 for Alyssa

**Commissioner Deutsch made a motion to approve the purchase, seconded by Commissioner Ellis. Motion carried.**

5. Rohl training at the Chief's convention 6/15 through 6/17. First in Officers responsibilities \$345, Stair Climb \$35, Lodging \$101/night-2 nights = \$202.00 Per diem – GSA Rate (\$64/night) x 2 nights = \$128, Mileage at a rate of .585/mile. Total PO NTE \$889.02

**Commissioner Hull made a motion to approve the purchase, seconded by Commissioner Ellis. Motion carried.**

6. Rohl Training – Round Lake on 9/25 – NTE \$325. He will drive U43 out of county for the day.

**Commissioner Ellis made a motion to approve the purchase, seconded by Commissioner Hull. Motion carried.**

**The Chief gave a report for the Truck Committee. Commissioner Bell made a motion to authorize the Chief to sign a contract of intent to purchase, seconded by Commissioner Deutsch. Motion carried.**

**Commissioner Deutsch made a motion to approve the Chief's report, seconded by Commissioner Ellis. Motion carried.**

#### **Five Minute Recess was held**

Questions and comments from the Public: None

#### **Communications:**

Troy Sand & Gravel blast notice, Worker's Comp Board, Town of Sand Lake, East Schodack Fire District

#### **Company Report:**

Open House on 4/23, BBQ on 4/28, 50/50 & Boot Drive held at banquet raised \$1,000 for the Reohr family. 150 Year Anniversary Banquet with be 11/26/22.

#### **Building & Grounds:**

Commissioner Deutsch gave a report from the building committee. CSArch put out RFPs for Survey services. After a review of RFPs, they recommended that the board contract with Environmental Design Partnership (EDP) of Clifton Park for a cost of \$12,500 for a survey of all district property. They also recommended a Geotechnical survey and after review of RFPs they recommended Terracon Consultants of Albany for a cost of \$9,900. Terracon will for an additional fee of \$2,000 locate all utility lines. Commissioner Ellis made a motion to accept the recommendations of CSArch to contract with Environmental Design and Terracon. Motion was seconded by Commissioner Hull. Motion carried. Treasurer is to issue purchase orders for these.

#### **Old Business:**

- Lexipol Policy Services – Commissioner Deutsch and Chief Heffern stated things were on schedule and the first roll-out had been done. Chief is able to monitor who has reviewed the new material.

#### **New Business:**

On 4/1/22 two insurance proposals were sent out to all commissioners. ESIP in the amount of \$35,798 and VFIS in the amount of \$ 31,042. Commissioner Bell discussed the differences in each of the coverages and it was determined that they could not compare apples to apples. ESIP is our current carrier and the board has been happy with the service and coverage limits. **Commissioner Hull made a motion to stay with ESIP as the insurance carrier for the fire district. Motion was seconded by Commissioner Ellis. Motion carried.**

#### **GOOD & WELFARE:**

Next meeting will be April 21, 2022

**AUDIT BILLS:** Commissioner Verrastro made a motion to approve all bills as presented, seconded by Commissioner Ellis. Motion carried.

**PURCHASE ORDERS:** The secretary read the purchase orders approved above:

W.B. Mason for office supplies NTE \$150.

Pioneer (Northern Tool) for absorbent material \$520

Pioneer (SignSafety Store) for batteries \$169.60

MES for Spectacle kit for Alyssa - \$200

Emerg. Med. Products for suction unit, exam gloves, tourniquets, chest seals, gauze NTE \$1,300

Steve Rohl – Training at Chief’s Convention \$889.00 (June)

\$325 @ Round Lake in September

Terracon Consultants of Albany \$11,900 Geotech & Utility survey

Environmental Design Partnership \$12,500 for survey

**Commissioner Ellis made a motion to approve the purchase orders, seconded by Commissioner Hull. Motion carried.**

**EXECUTIVE SESSION:** - None

Commissioner Ellis made a motion to adjourn at 9:30pm, seconded by Commissioner Bell. Motion carried.

**Respectfully Submitted,  
S. Carrie Deutsch  
Fire District Secretary**