

July 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 7:11pm by Commissioner Bell. Those present were Commissioner Ellis, Commissioner Bell, Commissioner Deutsch (via zoom) Commissioner Hull, Commissioner Verrastro, Chief Heffern and Secretary/Treasurer Deutsch.

Treasurer's Report:

Building Account	\$989,236.13	General Checking Acct	\$ 5,331.95
Equipment Account	\$704,356.27	General Savings Acct	\$344,178.62
Total All Accounts: <u>\$2,043,102.97</u>			

The balance of the RBC LOSAP Brokerage account as of 3/31/22 was \$908,091.95

The Treasurer went over the line items showing in red on the Budget Report: Chief's Budget and Firefighters Gear. The issue with the Gear line item is that half of the gear ordered was supposed to have come in at the end of 2021 and paid for in 2021 using 2020 unexpended funds. However, that did not happen and the gear came in January 2022 and thus paid for in 2022. The budget for 2022 only had \$40,000 budgeted. Commissioner Bell requested the unexpended 2021 money be entered into the Budget as "income" so the board can use it to balance out the to Capital Outlay items. The treasurer will enter a column showing those funds.

The Treasurer will remove from the Chief's budget the following expenses and put them under Firematic Supplies, Refit U43, Gear, Ice Rescue line items.

\$7,685.17 New Low Band Radio.
\$3,530 WicketSmart
\$1,114.76 Throw Bags
\$2,676 Hose and 02 rack
\$1,158 for 2 sets of TNT tools & hammer Max
\$16.163/03

The Treasurer stated the board needed to set up Budget workshops and gave them the Capital District Affairs publication with the budgeting process. Commissioner Bell went over the process for the new commissioners. The budget workshop dates are: 7/28/22 and 9/12/22. Commissioner Deutsch will get the numbers that will be needed from the County.

Emergency Purchase Orders between meetings: There were two (2) emergency POs issued: Center for Security NTE \$1,000 for door not locking and Firematic Supply NTE 1,000 for pump overheating and siren issues. Chief Heffern asked that the PO for Center for Security be raised to \$5,000 in order for Center for Security to come out and replace the locking mechanism so that the issue will stop occurring. **Motion was made by Commissioner Bell, seconded by Commissioner Ellis to increase the PO for Center for Security to \$5,000. Commissioner Verrastro or Commissioner Hull will call Center for Security to have them come out to do this. Motion carried.**

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

Secretary's report:

The secretary provided the minutes from the regular June 16, 2022. **Commissioner Ellis made a motion to approve the minutes, seconded by Commissioner Hull. Motion carried.** The Secretary also provided the minutes from the July 7, 2022 Special Meeting. **Commissioner Ellis made a motion to approve the minutes, seconded by Commissioner Verrastro. Motion carried.**

The June & July calendar of events were made available: hall rentals, Fire Co meeting, Blood Drive, Fire Co BBQ, Fire Company Picnic, Community Meeting and Building Committee Meeting.

Secretary Deutsch requested a PO to WB Mason for 10x13 envelopes, coffee, creamer, cups, etc. NTE \$150. **Commissioner Ellis made a motion to approve the PO NTE \$150, seconded by Commissioner Hull. Motion carried.**

The Purchase Order list was reviewed and Chief Heffern felt it was accurate.

Commissioner Bell asked what the status was on putting the Digital Sign software on the secretary's computer and Chief Heffern told her that he has what is needed to do so and it was just a matter of time to install and teach the Secretary how to do it.

Commissioner Ellis made a motion to approve the Secretary's report, seconded by Commissioner Verrastro. Motion carried.

Chief's report:

1. Call Report May 2021

- 30 Calls for the Month` 6 Fire 24 EMS
20 % 80 %
- 187 Calls for the Year 57 Fire / 130 EMS
30 % 70 %
- Monthly Person Hours 351.7
- Yearly Total Person Hours 3,108.1

2. APPARATUS & EQUIPMENT UPDATES:

Rescue 43 front intake has been removed and is off to get it fixed (we hope)
43-9 - Siren was fixed, pump light required a part from hale - on order will be fixed when it comes in.

3. PERSONNEL UPDATES

6 New members began their in-house training, issued basic equipment and gear.

PFF Gorleski is of a size in which we have no firefighting gear for. We are borrowing gear from West Albany FD - need to order new gear for this member asap.

PFF Gorleski began her blended / befo - ifo course 7/11/2022

PFF Martuscello begins his BEFO on 8/15

Commissioner Bell asked the Chief if he realized he was breaking the Board's Gear policy by ordering new gear for PFF Gorleski. Chief Heffern stated he did realize it was contrary to the policy however, he asks that the Board make an exception because in order for PFF Gorleski to take her blended BEFO-IFO course

she needs gear. **Commissioner Ellis made a motion to approve the Chief's request for an exception to the policy, seconded by Commissioner Verrastro. Motion carried.**

4. SURPLUS EQUIPMENT:

10 Lengths of 100' 5" LDH - Plan to sell on the open market based on age and estimated value.

Commissioner Ellis made a motion to surplus the list of equipment as presented by the Chief seconded by Commissioner Hull. Motion carried.

2. Purchase Requests

1. BOOTS

- a. Boots for PFF Gorleski - Size 5
 - i. MES on State Contract \$419.00

Commissioner Ellis made a motion to approve a PO to MES NTE \$500, seconded by Commissioner Hull. Motion carried.

2. Class Fee - FF Gorleski - PIONEER CARD - \$40.00

- a. \$40.00 Pioneer Card / OSU Fire Protection Publications IFSTA

Commissioner Ellis made a motion to approve the PO change, seconded by Commissioner Verrastro. Motion carried.

3. National Foam - Class A Foam GARRISON NTE \$1,500.00

- a. MES - 12x \$119.19 EA = \$1,430.28
- b. Garrison - 12X \$112.00 EA = \$1,344.00
- c. The Fire Store - 12x \$144.00 EA = \$1,728.00

Commissioner Deutsch made a motion to approve a PO to Garrison NTE \$500.00, seconded by Commissioner Ellis. Motion carried.

4. Helmet Shields PIONEER CARD THE FIRE STORE (\$500.00)

- i. Lape, Deutsch, Crosier, Reohr, Henderson, Hartstein, McShane, Maiello, Hardy, Ashley, Salisbury,
- b. The Fire Store - 11 Shields \$472.89 (\$42.99ea)
- c. Paul Conway Shields - 11 shields \$559.24 (\$50.84ea)
- d. FireEND Equipment - 11 Shields \$582.45 (\$52.95ea)

Commissioner Hull made a motion to approve a PO to Pioneer Card (Fire Store) NTE \$500 seconded by Commissioner Verrastro. Motion carried.

5. Gear Order - 2022 MES - \$12,000.00 (State Contract)

- a. MAIELLO - \$4283.11
- b. LAPE - \$3308.62
- c. GORLESKI - \$2753.78
- d. ERIK JESCHKE - \$419.00

Commissioner Ellis made a motion to approve a PO to MES NTE \$12,000.00, seconded by Commissioner Hull. Motion carried.

6. AlphaCard - Accountability Card Order Alpha Card (PIONEER) \$350.00

- a. 300 card, cleaning kit, slot punch

Commissioner Ellis made a motion to approve a PO to Pioneer Card (AlphaCard) NTE \$350.00, seconded by Commissioner Verrastro. Motion carried.

7. DEF for Fire Apparatus

PO TO HOME DEPOT \$70.00

- a. NAPA - 24.99 EA (4 - \$99.96)
- b. HOME DEPOT - 16.28 EA (4 - \$65.12)
- c. AMAZON - 79.88 (4 PACK \$79.88)

Commissioner Hull made a motion to approve a PO to Home Depot NTE \$70, seconded by Commissioner Ellis. Motion carried.

8. UNIFORM ORDER

WICKED SMART \$1,000.00

- a. POLO:
 - i. 2 SMALL, 1 MED, 3 LG, 2 - XL, 2 - XXL, 1 3XL
- b. PANTS:
 - i. 4PR TOTAL
- c. BELTS
 - i. 3 PR TOTAL
- a. TOTAL AMOUNT: 974.00
 - i. FIRE COMPANY REIMBURSE: 263.00
 - ii. TOTAL DISTRICT OUTLAY: 711.00

Commissioner Hull made a motion to approve a PO to Home Depot NTE \$70, seconded by Commissioner Deutsch. Motion carried.

1. MILEAGE REIMBURSEMENT

MCSHANE \$245.00

- a. MCSHANE LADDER OPERATIONS
- b. 392 MILES @ .625/MILE (6 CLASSES TOTAL) \$245.00

Commissioner Verrastro made a motion to approve a PO to Daniel McShane NTE \$245.00, seconded by Commissioner Deutsch. Motion carried.

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

Five Minute Recess was held

Questions and comments from the Public: None

Communications:

Troy Sand & Gravel blast notice, Board of Elections informing us of dates for elections: 8/23/22 and 11/8/22. Capital District Association of Fire Districts annual Picnic.

Company Report:

Three new members: Nicholad Marchese, Christopher Monaco and Eric Jeschke. 1st Lt. Rohl represented Fire Co in the 110 floor stair climb at the Chief's convention. Fire Co agreed to resume the spaghetti dinners that the Kiwanis hold on a monthly basis. Company picnic is scheduled for 7/30/22

Building & Grounds:

Commissioner Deutsch gave a report from the building committee and stated that the next Community Meeting will be held in the Hall on 8/25/22 from 7pm until 9pm.

Commissioner Verrastro reported that Hart's had removed the diesel tank and hose reel. He will be installing the heater for the basement soon. The amount provided as a credit from tank & reel is \$1,000 to be taken from the total heat install expense. Commissioner Verrastro will also be calling Jude @ Bonded to see about crusher stone for back driveway.

Old Business:

Administrative Officer Report: Work on Membership files still ongoing. Inventory is being entered on the new software. Clean up of Storage areas ongoing.

New Business: None

GOOD & WELFARE:

Next meeting will be August 18, 2022

AUDIT BILLS: Commissioner Deutsch 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 NTE \$150 for envelopes, coffee, cups, creamer etc.
MES NTE \$500 for boots
Pioneer (OSU) NTE \$40 for BEFO/IFO class
Garrison NTE \$1,500 for Class A Foam
Pioneer Card (FireStore) NTE \$500 for helmet shields
MES NTE \$12,000 for new gear (under state contract)
Pioneer (AlphaCard) NTE \$350 for 300 cards, cleaning kit, and slot punch
Home Depot NTE \$70 for DEF
WicketSmart NTE \$1,000 for Station gear
Daniel McShane NTE \$245 for travel expense reimbursement (Ladder Operations)

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 9:00pm, seconded by Commissioner Hull. Motion carried.

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