

September 15, 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 7:03pm by Commissioner Bell. Those present were Commissioner Ellis, Commissioner Bell, Commissioner Deutsch Commissioner Hull, Commissioner Verrastro, Secretary/Treasurer Deutsch and Chief Heffern.

Treasurer's Report:

Building Account	\$989,270.82	General Checking Acct	\$ 2,593.18
Equipment Account	\$704,380.97	General Savings Acct	\$229,188.87
Total All Accounts:	<u>\$1,925,433.81</u>		

The balance of the RBC LOSAP Brokerage account as of 8/31/22 was \$960,398.82

The Treasurer asked the board if there were any changes to the 2023 Draft Budget she gave them after the last Budget meeting. All said no. **Commissioner Ellis made a motion to approve the DRAFT 2023 Budget, seconded by Commissioner Verrastro. Motion Carried.** The Treasurer was instructed to take a "hard" copy of the budget to the Town Clerk where DRAFT is printed in red.

The Treasurer reported to the board Captain Fox had submitted a request for a Purchase Order for Fire Prevention. NFPA for \$440.15. **Commissioner Deutsch made a motion to approve the purchase order, seconded by Commissioner Hull. Motion Carried.**

Emergency Purchase Orders between meetings: There were two (2) emergency POs approved: Quinn Motor Car and for a EMS Book for Alyssa using the Pioneer Card. **Motion was made by Commissioner Ellis, seconded by Commissioner Verrastro. Motion carried.**

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 August 18, 2022. Commissioner Hull pointed out that there was a typo on the total number of EMS calls for the year. **Commissioner Ellis made a motion to approve the minutes as corrected, seconded by Commissioner Hull. Motion carried.**

The September and October calendar of events were made available: Fire Co meeting, Blood Drive, Fire Co BBQ, Building Committee Meeting and Public Hearing for the 2023 Budget

The Purchase Order list was reviewed and all felt it was accurate.

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

Administrative Assistant:

The administrative assistant reported that he is almost done with inventory and the clean up of personnel records. He has also been researching grants that the district could apply for. He did note that most the grants for the 2023 year have already been given, so he will see what is out there for 2023.

Chief's report:

1. Call Report August 2022

- | | |
|-----------------------------|-------------------|
| - 24 Calls for the Month` | 10 Fire 14 EMS |
| | 41.67% 58.33% |
| - 254 Calls for the Year | 87 Fire / 167 EMS |
| | 34 % 66 % |
| - Monthly Person Hours | 406.9 |
| - Yearly Total Person Hours | 4,892.1 |

2. APPARATUS & EQUIPMENT UPDATES:

None to Note.

3. PERSONNEL UPDATES

None to Note

4. SURPLUS EQUIPMENT:

None to Note

5. TOWN UPDATES AND NEWS:

- The Town of Sand Lake is holding a meeting with various officials in the town and the town Fire/EMS Chiefs to dust off the town wide disaster plan as it hasn't been updated in sometime. Commissioner Bell gave the board and the chief some "back-story" as to how the Disaster Recovery plan was created.

6. Purchase Requests

1. **Rens. County Rescue & Ambulance** for EMT Class Fee – Alyssa M. NTE \$700

Commissioner Hull made a motion to approve a PO to the Rensselaer County Rescue & Ambulance NTE \$700, seconded by Commissioner Deutsch. Motion carried.

2. Emergency Medical Products NTE \$2,000 for EPI, Albuterol, AED Batteries (3) gauze, trauma dressings, OB Kits, Chest seals, SAM splint Sterile water, nasopharyngeal airways, oral airways cav-iwipes, neb masks, gloves (all sizes), peds BVM.

Commissioner Ellis made a motion to approve the PO to Emergency Medical Products NTE \$2,000, seconded by Commissioner Hull. Motion carried.

3. Home Depot for a storage racks and bins NTE \$1,500

Commissioner Ellis made a motion to approve the PO to Home Depot NTE \$1,500, seconded by Commissioner Deutsch. Motion carried.

4. NYS Association of Fire Chief's for a training class in Ravina NTE \$250. The cost is \$50 per person.

Commissioner Bell made a motion to approve the PO to NYS Association of Fire Chiefs NTE \$250 seconded by Commissioner Verrastro. Motion carried.

5. Smith Well Drilling OBO NTE \$2,000 for test of all property wells.

Commissioner Ellis made a motion to approve the PO for Smith Well Drilling NTE \$2,000 seconded by Commissioner Verrastro. Motion carried.

6. Emeric Sales & Service (Melrose) NTE \$6,000 for 50" Cub Cadet, 22" Toro walk-behind, string trimmer and snowblower.

Commissioner Deutsch made a motion to approve the PO to Emeric Sales & Service NTE \$6,000, seconded by Commissioner Verrastro. Motion carried.

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

No Recess was held

Questions and comments from the Public: None

Communications:

Troy Sand & Gravel blast notices, Association of Fire Districts, RBC Wealth Management.

Company Report:

The Fire Company reported they donated \$1,100 to FDNY Foundation and to NYPD Foundation which represents 2021 911 Walk funds. The date for Fire Prevention Week at the school will be changed due to parent/teacher conferences. Fire Company BBQ Dinner is 9/22/22. The Halloween Party is being moved to 10/23/22. Annual Picnic will be last Saturday in July 2023, Installation Banquet will be 4/15/23 at Franklin Terrace. The 150 year Anniversary Banquet will be 11/26/22 at the Century House in Latham.

Building & Grounds:

Commissioner Hull presented two quotes to have the five trees behind station removed.

- Davey Tree \$2,440 grinding of stumps \$295/each
- Northeast Tree & Lawn \$2,650 no price for stumps

A discussion was held regarding the need to grind the stumps. Commissioner Deutsch and Commissioner Ellis felt they should be ground for safety reasons.

Commissioner Ellis made a motion to have Davey Tree remove the 5 trees and grind the stumps NTE \$4,000 motion seconded by Commissioner Verrastro. Motion carried.

Old Business: None

New Business:

- The Chief reported his computer at his desk had arbitrarily wiped itself clean and he was trying to restore from Carbonite. The Secretary has also had this issue. The Chief with the help of Dan Hartstein got prices for two new desktop computers. No monitors or keyboards/mouse were needed. The Chief requested a PO to Dell Computers to order the two desktops.

Commissioner Hull made a motion to approve the PO to Dell Computers NTE \$3,500 for two desktop computers. Motion seconded by Commissioner Bell. Motion carried

- SNOW PLOW bid notice. The secretary gave the board the actual contract for the Snow Plowing. There was discussion that the 3" minimum snowfall was too much and they felt 2" should be the minimum. Also the Blair hydrant was removed from the list. The secretary was instructed to get the notice in the paper as soon as possible. The contract will be awarded at the October 20th meeting.

- Captain Fox asked the Secretary to find out how we could get an updated Town of Sand Lake street map. The Secretary asked for a PO just in case we have to pay for this.

Commissioner Hull made a motion to approve the PO to Rensselaer County for a new Town of Sand Lake street map NTE \$300. Motion seconded by Commissioner Bell. Motion carried

GOOD & WELFARE:

Next meeting will be October 20, 2022

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

PURCHASE ORDERS: The following Purchase Orders were approved above:

Emergency Medical Products NTE \$2,000 for EMS supplies
Davey Tree NTE \$4,000
Home Depot NTE \$1,500 for a storage racks and bins
Pioneer Card (NFPA) for Fire Prevention Week supplies NTE \$440.15
Rensselaer County Rescue & Ambulance NTE \$700 for EMS class
NYS Association of Fire Districts NTE \$250 for training
Smiths Well Drilling NTE \$2,000 for test of all wells
Emerick Sales & Service NTE \$6,000 for Lawn Equipment & Snow blower.
Dell Computer NTE \$3,500 for 2 desktops
Rensselaer County NTE \$300 for new Town of Sand Lake Street map

EXECUTIVE SESSION: NONE

Commissioner Ellis made a motion to adjourn at 8:30pm, seconded by Commissioner Verrastro. Motion carried.

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