

October 20, 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 7:00pm by Commissioner Bell. Those present were Commissioner Ellis, Commissioner Bell, Commissioner Deutsch, Commissioner Hull, Commissioner Verrastro, Secretary/Treasurer Deutsch and 1st Assistant Chief Gazeley.

Treasurer's Report:

Building Account	\$989,319.61	General Checking Acct	\$ 4,868.78
Equipment Account	\$704,415.71	General Savings Acct	\$199,199.68
Total All Accounts:	<u>\$1,897.803.78</u>		

The balance of the RBC LOSAP Brokerage account as of 8/31/22 was \$910,552.65

The Treasurer noted the Public Hearing for the 2023 Annual Budget had been held. There were no members of the public. **Commissioner Deutsch made a motion to approve the 2023 Budget as was presented to the Town, seconded by Commissioner Ellis. Motion Carried.** The Treasurer was instructed to take a "hard" copy of the budget to the Town Clerk where DRAFT taken off each page.

Emergency Purchase Orders between meetings: There were three (3) emergency POs approved: Bearcom to repair high beam light, Leo's Overhead Doors for replacement opener and Main-Care to fix the furnace in the station. **Motion was made by Commissioner Hull, 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 September 15, 2022. **Commissioner Ellis made a motion to approve the minutes, seconded by Commissioner Hull. Motion carried.**

The September and October calendar of events had not been printed and due to computer issues one could not be made available however it was noted: Fire Co meeting, Blood Drive, Fire Co BBQ, Building Committee Meeting.

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.

- Locker Assignments will be changing in the coming weeks to accommodate the new influx of members we have had in the past few months. Additionally, the goal is to try to give those with 2 sets of gear two lockers to allow for easy and safe storage of the extra gear. Cramming two sets of gear in the small lockers we have does not allow for proper air circulation and can eventually cause mold and other issues with the gear.
- Reminder to the board to approve a purchase order for postage for the mailer related to the new building project.
- Reminder to the board to schedule a hearing to discuss the new paid position for station keeper so we can move forward with the hiring process. I have the job posting and duties ready and available and can email it to the board should you wish.
- Averill Park FD stopped down to take a test drive of our PS Trax system and they seemed to really be impressed by it.
- Averill Park FD inquired about us printing identification / accountability cards for their members. Rather than them wasting money on a printer when we have one here, I told them I would get some pricing together and we (I) would be glad to help them out and print their cards at whatever it costs us to do so.

1. Purchase Requests

1. **EMS** Supplies for restock NTE \$200.00 from Emergency Medical Products

Commissioner Hull made a motion to approve a PO to the Emergency Medical Products NTE \$200, seconded by Commissioner Verrastro. Motion carried.

2. Boots are needed for FF Stokes NTE \$200 from WicketSmart

Commissioner Ellis made a motion to approve the PO to WicketSmart NTE \$200, seconded by Commissioner Deutsch. Motion carried.

3. Extinguishers were used for class and we are unable to fill them at the station. They need to be filled by Albany Fire Extinguisher NTE \$300.

Commissioner Hull made a motion to approve the PO to Albany Fire Extinguisher NTE \$300, seconded by Commissioner Verrastro. Motion carried.

4. Longer safety chains are needed for the Light Tower. Home Depot has them.

Commissioner Hull made a motion to approve the PO to Home Depot NTE \$200, seconded by Commissioner Ellis. Motion carried.

5. Reflective lettering for the light tower is needed to identify it as our property and hopefully improve its visibility on the side of the road.

Commissioner Hull made a motion to approve the PO for Vital Signs NTE \$500 seconded by Commissioner Verrastro. Motion carried.

6. Replacement Calibration Gas & Sensors are needed for the station.

Commissioner Ellis made a motion to approve the PO to Dival NTE \$1,400, seconded by Commissioner Deutsch. Motion carried.

7. ID Card Printer supplies and Upgrade Kit. The upgrade kit will allow double sided printing of the ID Cards to save time.

Commissioner Ellis made a motion to approve the PO to Alphacard (via Pioneer Card) to purchase the upgrade and supplies, seconded by Commissioner Verrastro. Motion carried.

8. 1st Assistant Chief Gazeley stated a spare tire was needed for the Light Tower.

Commissioner Hull made a motion to approve the purchase of a spare tire (using Pioneer Card) NTE \$1,500. Motion was seconded by Commissioner Ellis. Motion carried.

9. 1st Assistant Chief Gazeley also request another PO to Home Depot for more Bins/Storage racks.

Commissioner Hull made a motion to approve the PO to Home Depot for more bins/storage racks NTE \$300. Motion was seconded by Commissioner Ellis. Motion carried.

10. Annual Maintenance contract with Main-Care for servicing/cleaning of furnace in station.

Commissioner Bell made a motion to approve a PO to Main-Care for an annual service agreement for furnace in station, seconded by Commissioner Deutsch. Motion carried.

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

★ **Administrative Officer Report:**

- Continued efforts have been made with organizing the firehouse and its contents, specifically upstairs. New shelving units and storage bins have been purchased and more will be purchased in the coming weeks.
- The mess that was personnel records both downstairs for “active” members and upstairs for “retired or terminated” members is still in progress. I have reduced the number of physical documents considerably by removing old or outdated documents from files. Additionally – disciplinary letters and other “time sensitive” information is being removed if it is older than 6 years in age. Medical records will stay regardless of age. Training certificates stay forever as well.
- The inventory system is up to date with our current inventory for medical supplies, it needs someone else to take a look at it for me, to ensure it makes sense from a clean set of eyes and I will work with someone on that soon.

- The lawn equipment and snow blower was delivered – thank you for permitting the purchase.

- The open PO for the purchase of desktop computers is still not complete. I spent the better part of the month going back and forth with the small business folks and government folks at dell, no one wanted to take ownership of our account. I sent a nastygram to dell corporate, and someone reached out to Carrie – I now have that contact information and will move forward with the purchase in short order, provided they want to talk to us. I cannot for the life of me believe that they don’t want to sell computers, but it was like pulling teeth.

- I have the job duties ready to go for the meeting with the public regarding the new station keeper position. Once we have that process complete, I am ready to start advertising and working toward a hire. I would like the start date to be at a convenient payroll date for Carrie in December or January.

The administrative assistant report (presented by 1st Asst Chief Gazeley) requested that the Public Hearing Notice for the position of Station Keeper needed to be placed in the Times Union. Commissioner Bell had questions and didn’t feel putting a notice in the paper was a good idea until all the board was on the same page. 1st Assistant Chief Gazeley said he would relay that to Chief Heffern. Chief Heffern wanted the public hearing to be 11/9/22 at 7pm.

No Recess was held

Questions and comments from the Public: None

Communications:

Troy Sand & Gravel blast notices, Letter from Best Luther with a member issue. 1st Assistant Chief Gazeley will give to either Chief Heffern or President Beth Hull. Whitesboro Fire Department regard FF McShane.

Company Report:

Fire Company swore in a new member Jared Hogle. Also a letter requesting a return to ACTIVE status from Past Chief Dan Hogle. 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.

Commissioner Deutsch made a motion to accept the return to active status of Dan Hogle as well as the new member Jared Hogle. Motion was seconded by Commissioner Ellis. Motion Carried.

Building & Grounds:

Commissioner Hull reported that the Door Opener was installed and that it works. Commissioner Verrastro reported that there was no heat in the station and he had requested an emergency po. Main-Care was called and they came out and got it running. Commissioner Bell suggest Commissioner Verrastro or Hull call Main-Care to see if they would give us a quote for an annual cleaning contract.

Commissioner Hull reported that Davey Tree only ground one stump. He asked them for another proposal to remove the remaining 4 stumps.

Commissioner Ellis made a motion to issue a PO to Davey Tree in the amount of \$1,180 for the removal of 4 stumps @ \$295 each. Motion was seconded by Commissioner Deutsch. Motion carried.

Commissioner Verrastro reported that the front door to the Museum is not shutting properly and said that the door needs to be replaced. Commissioner Bell requested that he get prices for a new door as well as an installation cost for the next meeting.

Old Business: None

New Business:

- Commissioner Elections – The secretary was asked to get the voter roll for District 2 & 3. Also a notice needs to be put in the paper.
- SNOW PLOW Bids - The secretary gave the board the one actual bid that was received. As it did not meet the actual contract specifications, as the amount of snow was reduced from 3” to 2”. Dave Leckonby was called and asked if they would like to make it match the contract. He agreed and the contract was awarded to Leckonby's.

GOOD & WELFARE:

Next meeting will be November 17, 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:

- AlphaCard via Pioneer NTE \$1,000
- Emergency Medical NTE \$200
- Albany Fire Extinguishers NTE \$300
- WicketSmart for boots NTE \$200
- Home Depot for Light Tower Chains NTE \$200
- Vital Signs for letter of light tower NTE \$500
- Dival for Calibration gas NTE \$1,400
- Pioneer for spare tire for light tower NTE \$300
- Home Depot for storage racks/bins NTE \$1,500
- Main-Care for annual maintenance contract NTE \$500
- Davey Tree for removal of 4 stumps NTE \$1,180

EXECUTIVE SESSION: NONE

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

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