

November 17, 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 and arriving later, 1st Assistant Chief Gazeley.

Treasurer's Report:

Building Account	\$989,370.03	General Checking Acct	\$ 13,871.02
Equipment Account	\$704,451.61	General Savings Acct	\$159,865.14
Total All Accounts:	<u>\$1,867,557.80</u>		

The balance of the RBC LOSAP Brokerage account as of 8/31/22 was \$917,707.93

The Treasurer reported that the FINAL Budget was taken to the town on 11/7/22.

Emergency Purchase Orders between meetings: There was one emergency PO approved: W.B. Mason NTE \$300 to purchase an external hard drive for the District Secretary computer. **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 October 17, 2022 meeting. **Commissioner Ellis made a motion to approve the minutes, seconded by Commissioner Hull. Motion carried.**

The November/December calendar of events are as follows: Building Committee meeting, Fire Co Meeting, Member hall rental, as well as 2 other Hall Rentals.

The Purchase Order list was reviewed and the Chief felt PO #5341 and #5333 should be removed as those purchases had been completed and paid for.

The Secretary requested a PO to the Pioneer Card to purchase snacks for the firemen/firewomen NTE \$100. **Commissioner Bell made the motion to approve the PO seconded by Commissioner Ellis. Motion carried.**

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

Chief's report:

★ **Call Report October 2022**

- 22 Calls for the Month`	7	Fire	
	15	EMS	
- 298 Calls for the Year	98	Fire	33 %
	200	EMS	67 %
- Monthly Person Hours	474.4		
- Yearly Total Person Hours	5,711.20		

● **MONTHLY REPORT:**

2022 Sand Lake Holiday Parade will be December 2, 2022 - Apparatus and members will be participating.

2022 North Greenbush Parade will be sometime that same week - details to follow.

Holiday drive by parades are scheduled for the week of December 20th throughout the fire district.

★ **APPARATUS & EQUIPMENT UPDATES:**

Light tower will be getting striping added next week.

First Response / Utility 43 - Plymovent bracket / bend of the truck exhaust ?

★ **PURCHASE REQUESTS**

1. **AMAZON** NTE \$75.00 to purchase computer monitor cables and athletic tape for tools.

Commissioner Hull made a motion to approve a PO to AMAZON NTE \$75, seconded by Commissioner Verrastro. Motion carried.

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

● **Administrative Officer Report:**

- Continuing to work on open projects
- New Station Keeper Position discussion -
Job description was sent to the board members
I would like to set a date for a public meeting so we can move forward.

- Did a demo of a new software to assist with LOSAP tracking and NFIR reports - not fully satisfied with this last company as they don't offer much in the way of reporting that I was looking for. Will continue the search and demo more products as I find them.

To Do List:

Finish station inventory

Install software for the digital sign program on new computers when they arrive & train Carrie & Beth on its use

- Finish PPE inventory

A discussion was had in regards to the date for public hearing. After checking everyone's availability, it was decided to hold the Public Hearing on 12/6/22 at 6pm. **Commissioner Ellis made a motion for the following resolution, seconded by Commissioner Hull.**

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 Station Keeper; and

WHEREAS, the Board of Fire Commissioners have heretofore on the public record established a source of funds in the 2023 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 November 17, 2022, to hire a candidate for the position of Station Keeper; said Resolution being adopted subject to a public hearing to be conducted on December 6, 2022 at 6:00 pm pursuant to Section 176-11-c of the Town Law of The State Of New York.

All voted in favor and the motion carried.

The secretary was instructed to get the notice in the Times Union as soon as possible. After sending in the notice to paper, they responded that 11/25/22 was the first date that it could be run.

Commissioner Hull made a motion to approve the Administrative Assistant's report, seconded by Commissioner Deutsch. Motion carried.

No Recess was held

Questions and comments from the Public: None

Communications:

Troy Sand & Gravel blast notices, Association of Fire Districts – Fire District Affairs, Spectrum regarding converter box, Certificate of Insurance for Premier Lawn Care, and USI regarding updated numbers for Cancer Insurance.

Company Report:

The 150 Anniversary Dinner is on 11/26. There are 77 people signed up. Discussion was had regarding the Santa runs and it was decided to do the Drive-by again in neighborhoods. Chief will put on Facebook the schedule of when and what streets. Also discussed was offering Virtual Meetings for everyone that wants to attend virtually. Chief Heffern will figure out the logistics.

Building & Grounds:

Commissioner Hull reported that the trees and stumps were removed. Commissioner Verrastro reported that he spoke with Hart's and that Jay will be there to install the heating system downstairs within the next 30 days. He also reported that he had not had the time to get quotes for a new door for the museum. Cintas was contacted regarding the 1 year contract for the Ultra Clean. Commissioner Verrastro let them know we did not wish to renew. The last UltraClean will be November. As we do not seem to have a copy of the supply contract, Commissioner Verrastro asked if the Secretary could get that from Cintas. Commissioner Hull and Secretary Deutsch spent some time on phone with Spectrum/Time Warner regarding the wifi at the station. Apparently the wifi is not provided by them. Chief Heffern suggested that the Secretary call Event Comm to see if they are the ones providing it. Someone needs to take the cable converter boxes to Time Warner and pick up the new updated converters.

Old Business: None

New Business:

- Commissioner elections will be 12/13/22.
- Organizational meeting was set for January 2, 2023 at 7pm.
- A date for the final bills of 2022 was set for 12/30/22 at 7pm

GOOD & WELFARE:

Next meeting will be December 15, 2022

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

PURCHASE ORDERS: The following Purchase Orders were approved above:

- W.B. Mason NTE \$300 for external hard drive
- Pioneer NTE \$100 for snacks @ station
- Amazon NTE \$75 for computer monitor cables and athletic tape

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**