

GUILDERLAND CENTER FIRE DISTRICT
30 SCHOOL ROAD, P.O. BOX 141
GUILDERLAND CENTER, NEW YORK 12085

Meeting September 16, 2024

The budget workshop meeting of the Board of Fire Commissioners of the Guilderland Center Fire District held in the District Office of the Fire Station on Monday, September 16, 2024. Meeting called to order at 5:43pm, by Chairman William Dvorscak and ended at 6:11pm.

In Attendance: Commissioners - D. Efaw, R. Purzycki, W. Dvorscak, D. Joy; Asst. Chief C. Dvorscak and Secretary/Treasurer K. Dodge.

Absent: Commissioner J. Joy

The regularly scheduled monthly meeting of the Board of Fire Commissioners of the Guilderland Center Fire District held in the District Office of the Fire Station on Monday, September 16, 2024. Meeting called to order at 6:35pm, by Chairman William Dvorscak.

In Attendance: Commissioners - D. Efaw, R. Purzycki, W. Dvorscak, D. Joy; Chief D. Dodge; Asst. Chief C. Dvorscak and Secretary/Treasurer K. Dodge.

Guests: NA

Absent: Commissioner J. Joy

APPROVAL OF MINUTES

- A motion was made by R. Purzycki to approve the regular monthly meeting minutes of August 19, 2024 with a second by D. Efaw. The motion was carried by a vote of 4 to 0.
Commissioner Efaw – Yes Commissioner Dvorscak – Yes
Commissioner J. Joy – Absent Commissioner D. Joy – Yes Commissioner Purzycki – Yes
- A motion was made by D. Joy to approve the executive meeting minutes of August 19, 2024 with a second by W. Dvorscak. The motion was carried by a vote of 4 to 0.
Commissioner Efaw – Yes Commissioner Dvorscak – Yes
Commissioner J. Joy – Absent Commissioner D. Joy – Yes Commissioner Purzycki – Yes

BIDS

- No bids were received for the sale of the utility trailer.
- The trailer will remain for sale.

RESOLUTIONS

- NA

TREASURERS REPORT

- D. Joy performed a reconciliation of the August 2024 bank statement prior to the meeting, including verifying all checks written. A motion was made by D. Joy, with a second by D. Efaw, to accept the Treasurer's Report including all transfers noted on the report, if applicable. The motion was carried by a vote of 4 to 0.
Commissioner Efaw – Yes Commissioner Dvorscak – Yes
Commissioner J. Joy – Absent Commissioner D. Joy – Yes Commissioner Purzycki – Yes
- A motion was made by R. Purzycki to approve all check requests and vouchers as signed with a second by D. Joy. The motion was carried by a vote of 4 to 0.
Commissioner Efaw – Yes Commissioner Dvorscak – Yes
Commissioner J. Joy – Absent Commissioner D. Joy – Yes Commissioner Purzycki – Yes

REQUISITIONS BY THE DISTRICT

- A motion was made by J. Joy with a second by D. Joy to purchase a copy of the Freedom of Info & Open Meeting Law manual. The motion was carried by a vote of 5 to 0.
Commissioner Efaw – Yes Commissioner Dvorscak – Yes
Commissioner J. Joy – Yes Commissioner D. Joy – Yes Commissioner Purzycki – Yes
- A motion was made by J. Joy with a second by R. Purzycki to purchase a copy of Essentials of FF. The motion was carried by a vote of 5 to 0.
Commissioner Efaw – Yes Commissioner Dvorscak – Yes
Commissioner J. Joy – Yes Commissioner D. Joy – Yes Commissioner Purzycki – Yes

CHIEFS REPORT

- A motion was made by D. Efaw with a second by D. Joy to accept the Chief's Report. The motion was carried by a vote of 4 to 0.
Commissioner Efaw – Yes Commissioner Dvorscak – Yes
Commissioner J. Joy – Absent Commissioner D. Joy – Yes Commissioner Purzycki – Yes

REQUISITIONS BY THE CHIEF

- A motion was made by D. Joy with a second by D. Efaw to accept the requisition made by the Chief for 1 set of turnout gear. The motion was carried by a vote of 4 to 0.
Commissioner Efaw – Yes Commissioner Dvorscak – Yes
Commissioner J. Joy – Absent Commissioner D. Joy – Yes Commissioner Purzycki – Yes
- A motion was made by D. Joy with a second by W. Dvorscak to accept the requisition made by the Chief for High Visibility Coats & Pants. The motion was carried by a vote of 4 to 0.
Commissioner Efaw – Yes Commissioner Dvorscak – Yes
Commissioner J. Joy – Absent Commissioner D. Joy – Yes Commissioner Purzycki – Yes
- A motion was made by D. Efaw with a second by D. Joy to accept quote # 2 in black for the requisition made by the Chief for gear lockers. The motion was carried by a vote of 4 to 0.
Commissioner Efaw – Yes Commissioner Dvorscak – Yes
Commissioner J. Joy – Absent Commissioner D. Joy – Yes Commissioner Purzycki – Yes

EQUIPMENT, SUPPLY & APPARATUS REQUEST BY THE CHIEF

- A motion was made by D. Joy with a second by D. Efaw to accept the apparatus requests made by the Chief for the Albany County Muster, Big Truck Day & the Halloween Parade. The motion was carried by a vote of 4 to 0.

Commissioner Efaw – Yes

Commissioner Dvorscak – Yes

Commissioner J. Joy – Absent

Commissioner D. Joy – Yes

Commissioner Purzycki – Yes

OTHER REQUESTS/INFO BY THE CHIEF

- NA

NEW BUSINESS

- Email communication submitted from J. Joy on 9/10/24 was tabled until October's regular monthly meeting due to his absence.

****REPORTS OF COMMITTEES****

***CAPITAL IMPROVEMENTS**

- Next building committee meeting is pending.

***BUILDING & GROUNDS**

- Electrical – NA
- Heating/Cooling – NA
- Parcel 3 – NA
- Station – NA
- New –

- A motion was made by D. Joy with a second by R. Purzycki to accept the suppression system repair quote from Albany Fire Extinguisher. The motion was carried by a vote of 4 to 0.

Commissioner Efaw – Yes

Commissioner Dvorscak – Yes

Commissioner J. Joy – Absent

Commissioner D. Joy – Yes

Commissioner Purzycki – Yes

- Snow plow contract/quotes to be submitted for October regular meeting.

- Old – NA

***PERSONNEL**

- Disciplinary/Dept Status Change – J. Roberts no longer is a member of the GCFD.
- Members In/Out of Service –
- Firematic Training Classes – Posted
- LENS –
- New Members –
- Physicals – Scheduled for Wednesday, October 23rd.

***EQUIPMENT/APPARATUS/INVENTORY**

- Radios – Radios need to be programmed. Waiting on the county to respond.
- PPE/SCBA – Need to reschedule to finish mask fittings.
- Apparatus –
 - Email communication dated 8/30/24 regarding issues with L49 are on file.
 - 2025 PM schedule and service pricing are on file and posted.

- Equipment – Hose and Ladder testing is completed. Reports are on file.
- Inventory –
- Other – Pressure washers have been ordered but are currently on backorder.

***BENEFITS & INSURANCE**

- LOSAP Investment – The August 2024 monthly statement was reviewed. An increase was noted.
- LOSAP –
- Life / Auto / Liability / Property/ Cancer Insurance –
- Workers Comp –
- A&H/EAP –

***RULES & REGULATIONS/POLICIES**

- Policy for alcohol, drug and/or substance abuse is still pending.
- Physical requirements email dated 8/23/24 from Attorney B. Pinsky is on file. Further discussion is pending.

***AUDIT & BUDGET**

- A motion was made by D. Joy with a second by R. Purzycki to adopt the proposed budget and fund balance as submitted. The motion was carried by a vote of 4 to 0.
 Commissioner Efaw – Yes Commissioner Dvorscak – Yes
 Commissioner J. Joy – Absent Commissioner D. Joy – Yes Commissioner Purzycki – Yes

***COMPUTERS & TECHNOLOGY**

- NA

***HEALTH & SAFETY**

- NA

***LIAISON TO TOWN, SCHOOL & DEPARTMENT**

- Email regarding hall use conflict is on file.
- Letter to the department regarding updating their membership application was discussed. Follow up is needed.

UNFINISHED BUSINESS

- An email communication of 8/30/24 is on file regarding the posting of the trailer on ebay. The email did not yield enough votes to proceed. Further discussion resulted in not approving the posting.
 Commissioner Efaw – No Commissioner Dvorscak – No
 Commissioner J. Joy – Absent Commissioner D. Joy – Yes Commissioner Purzycki – No
- NYCLASS informational meeting to be scheduled.

ASSOCIATION ITEMS

- District Training/Meetings –
 - Budget Hearing to be held on October 16th @ 7:00pm
 - Next regular meeting – October 21st @ 6:30pm
- Town Chiefs/Commissioners –
 - Next meeting scheduled for November 7th @ GCFD.
 - An email and thank you letter regarding grant \$ received pertaining to the tower is on file.

- Rural Chiefs – Next meeting scheduled for October 17th.
- Other – Information regarding the AFDSNY Annual Meeting & Leadership Expo is on file.

GOOD OF THE ORGANIZATION

- A motion was made by D. Efaw with a second by R. Purzycki to accept the community hall request for Deb Joy for the purpose of a Pop Warner meeting on 10/28/24 & 11/25/24 and from Don Albright for the purpose of a cemetery board meeting on 10/18/24. A request from the GHS for a luncheon on 11/22/24 is still being denied. Secretary/Treasurer Dodge to reach out to GHS with denied reasons. The motion was carried by a vote of 4 to 0.
 Commissioner Efaw – Yes Commissioner Dvorscak – Yes
 Commissioner J. Joy – Absent Commissioner D. Joy – Yes Commissioner Purzycki – Yes
- Treasurer/Secretary to look into offering and scheduling a defensive driving course in November.
- Firefighter Mark Dean's 50-year celebration is scheduled for Sunday, October 13th @ 2pm.
- November 20th is the deadline to receive letters of intent for the 5-year commissioner position to run 1/1/25-12/31/29.

COMMUNICATIONS

- Information from the Capital Area Fire Districts Association workshop is on file.
- A list of fire department activities from October thru December 2024 is on file and posted on the calendar.

OTHER

ADJOURNMENT

- D. Joy made a motion to adjourn the meeting at 8:07pm with a second by D. Efaw. The motion was carried by a vote of 4 to 0.
 Commissioner Efaw – Yes Commissioner Dvorscak – Yes
 Commissioner J. Joy – Absent Commissioner D. Joy – Yes Commissioner Purzycki – Yes

Respectfully Submitted,

Kelly Dodge

Kelly Dodge, Secretary/Treasurer
 September 23, 2024

***Please note, these minutes have not yet been approved by the board of fire commissioners and are subject to change**

GUILDERLAND CENTER FIRE DISTRICT
30 School Road, P.O. Box 141
Guilderland Center, New York 12085

TREASURER'S REPORT

September 16, 2024

***** Review of Fund Account Balances
1st National Bank of Scotia

Interest

General Fund Checking	\$	282,908.95	\$	7.96
Reserve - Apparatus & Equipment Checking	\$	995,601.24	\$	24.89
Reserve - Building & Repair Checking	\$	1,523,617.40	\$	38.09
Reserve - NFPA Checking	\$	83,624.82	\$	2.09
Total	\$	2,885,752.41	\$	73.03

***** Review and Approve Bank Account Reconciliation month of AUGUST 2024

***** Review and Approve Check requests / voucher Approval

Check Requests / Voucher Approval	\$	29,781.08
Checks Paid Prior to Meeting	\$	35,401.31
Check Requests / Voucher Approval Pending	\$	4,688.74
Outstanding Checks (Checks written but not cleared)	\$	4,688.74
Total	\$	69,871.13

Deposit

Total	\$	-
-------	----	---

Balance on Books (GFC)	\$	278,220.21
------------------------	----	------------

Total of Reserve Accounts on Hand	\$	2,602,843.46
-----------------------------------	----	--------------

*****Total on Hand After Checkwriting	\$	2,845,662.36
---------------------------------------	----	--------------

Review of Funds Movement
Following Account(s) need adjustments:

*****AUDIT

*****ADDITIONAL NOTES

1:08 PM
09/16/24
Accrual Basis

Guilderland Center Fire District
Checks Paid List prior to meeting
August 19 through September 16, 2024

Type	Date	Num	Name	Memo	Amount
1st Natl Bk Scotia - Checking					
Bill Pmt -Ch...	08/20/2024	5733	Adirondack Pest Control, Inc.	Regular Pest Service	-38.00
Bill Pmt -Ch...	08/20/2024	5734	Doyle Security Systems	Station Monitoring 8/1/24-10/31/24	-75.57
Bill Pmt -Ch...	08/20/2024	5735	Firematic Supply Co., Inc	43/45/46 PM & 46 PM Repairs	-17,299.45
Bill Pmt -Ch...	08/20/2024	5736	Greg's Towing & Repair	401 Oil Change	-279.38
Bill Pmt -Ch...	08/20/2024	5737	Monaco Cooper Lamme & Carr PLLC	Legal Services - Alcohol/Substance Ab...	-348.50
Bill Pmt -Ch...	08/20/2024	5738	Motorola	Battery	-85.20
Bill Pmt -Ch...	08/20/2024	5739	National Grid		-1,237.24
Bill Pmt -Ch...	08/20/2024	5740	NorthSide Sales	O2 Sensors	-955.85
Bill Pmt -Ch...	08/20/2024	5741	NYS Association of Fire Chiefs	FIRE 2024 HOTEL	-320.00
Bill Pmt -Ch...	08/20/2024	5742	Paiges Cleaning Service	July Cleaning Service	-400.00
Bill Pmt -Ch...	08/20/2024	5743	Regal Custom Services	July Monthly Computer Services	-210.00
Bill Pmt -Ch...	08/20/2024	5744	Spectrum Enterprise-Internet	Internet Service 8/12/24-9/11/24	-229.98
Bill Pmt -Ch...	08/20/2024	5745	The Altamont Enterprise	Annual Elections Legal Notice	-15.80
Bill Pmt -Ch...	08/20/2024	5746	Town of Guilderland - Highway Fund	July Fuel	-329.75
Bill Pmt -Ch...	08/20/2024	5747	UBS Financial Services	Asset Management Fee - 3rd Qtr	-1,091.97
Bill Pmt -Ch...	08/20/2024	5748	Verizon Wireless	Cell Service 7/02/24-8/01/24	-417.89
Bill Pmt -Ch...	08/20/2024	5749	Vinnie's Lawn & Landscape	Landscape Services Install 5 of 8	-562.50
Bill Pmt -Ch...	08/21/2024	5750	National Grid		-982.80
Bill Pmt -Ch...	08/26/2024	5751	Citizens Bank	JULY 2024	-2,058.08
Paycheck	08/26/2024	5752	Kelly S Dodge	PR 8/12/24-8/25/24	-1,211.06
Liability Check	09/03/2024	EFT082...	NYS Employment Taxes	141642122	-65.50
Bill Pmt -Ch...	09/03/2024	5753	Fire Law Publishing, Inc.	Foil & Open Meeting Law Manual	-290.00
Paycheck	09/09/2024	5754	Kelly S Dodge	PR 8/26/24-9/8/24	-1,211.06
Liability Check	09/11/2024	EFT091...	NYS Employment Taxes	NYS PR WH TAX 8/25/24-9/8/24	-65.50
Total 1st Natl Bk Scotia - Checking					-29,781.08
TOTAL					-29,781.08

11:55 AM
09/16/24

**Guilderland Center Fire District
Abstract of Unpaid Bills
As of September 16, 2024**

Type	Date	Num	Memo	Due Date	Split	Amount
Ernie's Radio Repair						
Bill	09/03/2024	GCFD082422	E47 Knox Box	09/16/2024	416 · Equipment Repairs	217.00
Bill	09/03/2024	GCFD082421	Install Knox Boxes & Portables	09/16/2024	960 · Appropriations	3,577.50
Bill	09/03/2024	GCFD07241	E46 Knox Box Repair	09/16/2024	416 · Equipment Repairs	128.25
Total Ernie's Radio Repair						3,922.75
Firematic Supply Co., Inc						
Bill	08/22/2024	INUS005403	PM Repairs 47	09/16/2024	415.7 · E-47	1,461.16
Bill	08/22/2024	INUS005402	PM E47	09/16/2024	415.00 · Preventive Maint...	3,623.41
Bill	09/03/2024	INUS005416	L49 PM	09/16/2024	415.00 · Preventive Maint...	9,429.30
Total Firematic Supply Co., Inc						14,513.87
Guilderland Center Fire Department						
Bill	09/09/2024	IN2110336 (MES)	Mosley Uniform	09/16/2024	217 · Uniforms	168.23
Bill	09/09/2024	IN2110340 (MES)	Robert Uniform	09/16/2024	217 · Uniforms	252.74
Total Guilderland Center Fire Department						420.97
Halo Branded Solutions, Inc						
Bill	08/26/2024	7560880	District Wearables	09/16/2024	219 · Office Equipment (...)	401.82
Total Halo Branded Solutions, Inc						401.82
Matthews Sprinkler LLC						
Bill	09/10/2024	690	Inspection & Trip Test	09/16/2024	413 · Building Maintenance	650.00
Total Matthews Sprinkler LLC						650.00
MES, Inc.						
Bill	09/09/2024	IN2111327	Tango Single Gas Detector	09/16/2024	208 · Fire Fighting Equip...	687.00
Total MES, Inc.						687.00
Motorola						
Bill	09/03/2024	828196390	Mobile Mics	09/16/2024	201 · Radios/Pagers	480.66
Total Motorola						480.66
National Grid						
Bill Pmt...	11/10/2022	EFT11112022			1st Natl Bk Scotia - Chec...	-129.62
Bill	09/09/2024	28 School	28 School 8/1/24-8/29/24	09/13/2024	-SPLIT-	74.15
Bill	09/09/2024	30 School	30 School 7/31/24-8/29/24	09/13/2024	-SPLIT-	900.01
Total National Grid						844.54
Paiges Cleaning Service						
Bill	09/03/2024	602	August Cleaning Services	09/16/2024	413 · Building Maintenance	500.00
Total Paiges Cleaning Service						500.00
Pinsky Law Group, PLLC						
Credit	09/09/2024	18475	For Professional Services Rendered		-SPLIT-	-360.00
Total Pinsky Law Group, PLLC						-360.00
Regal Custom Services						
Bill	09/09/2024	191117	August Computer Services	09/16/2024	418 · Internet & Compute...	180.00
Total Regal Custom Services						180.00
River Valley Radio, Inc.						
Bill	09/09/2024	28240	G5 Pagers	09/16/2024	201 · Radios/Pagers	4,980.26
Bill	09/16/2024	28275	Pager Repair	09/16/2024	201 · Radios/Pagers	66.45
Total River Valley Radio, Inc.						5,046.71
Safety First Fire Hose Testing						
Bill	08/26/2024	24-1151	Hose & Ladder Testing	09/16/2024	416 · Equipment Repairs	4,269.63
Total Safety First Fire Hose Testing						4,269.63

11:55 AM
09/16/24

Guilderland Center Fire District
Abstract of Unpaid Bills
As of September 16, 2024

Type	Date	Num	Memo	Due Date	Split	Amount
Spectrum Enterprise-Internet						
Bill	09/16/2024	141961201090724	Internet Service 9/12/24-10/11/24	09/16/2024	418 · Internet & Compute...	229.98
Total Spectrum Enterprise-Internet						229.98
Spectrum Enterprise-Voice						
Bill	09/09/2024	142626501082124	Telephone 8/23/24-9/22/24	09/16/2024	419 · Telephone	204.09
Total Spectrum Enterprise-Voice						204.09
The Altamont Enterprise						
Bill	09/09/2024	4225	Leagal Notice - 2023 YE Audit	09/16/2024	409 · Public Notices	11.85
Total The Altamont Enterprise						11.85
Town of Guilderland- Tower						
Bill	09/09/2024		Annual Fire Tower Reserve	09/16/2024	421 · Taxes & Assessme...	2,000.00
Total Town of Guilderland- Tower						2,000.00
Town of Guilderland-Highway						
Bill	09/16/2024	08-24	AUGUST FUEL	09/16/2024	-SPLIT-	288.28
Total Town of Guilderland-Highway						288.28
Verizon Wireless						
Bill	09/10/2024	9972880346	Wireless Service 8/2/24-9/1/24	09/16/2024	419 · Telephone	417.89
Total Verizon Wireless						417.89
Vinnie's Lawn & Landscape						
Bill	09/09/2024	4774	Landscape Services 6 of 8	09/16/2024	413 · Building Maintenance	562.50
Total Vinnie's Lawn & Landscape						562.50
TOTAL						35,272.54

Guilderland Center Fire Department

Chief's Report September 2024

Incident Reports for August 2024:

Call #	Date	Type	Signal
24-116	08/02	Possible Structure Fire (FHFD)/635 Salvia Lane	15
24-117	08/09	Hazardous Condition/Park Guilderland, bldg.. 5 Apt 202	20
24-118	08/09	Possible Structure Fire (AFD)/66 Sanford Place	15
24-119	08/09	Possible Structure Fire (FHFD)/603 Via Ponderosa	15
24-120	08/12	Hazardous Condition/Albany Country Club	20
24-121	08/16	PIAA/Rte.146 & School Rd	20
24-122	08/19	Possible Structure Fire/Mill Hollow Clubhouse	20
24-123	08/20	Possible Structure Fire/The Grand	15
24-124	08/23	Possible Structure Fire (FHFD)/176 Benjamin Street	15
24-125	08/28	Possible Structure Fire (AFD)/Park House LLC Main St	15
24-126	08/28	Hazardous Condition/904 Black Creek	20
24-127	08/31	Hazardous Condition/ NEIP Bldg. 9	15

Structure Fire	-	0
Possible Structure Fire	-	2
Unknown Fire	-	0
Outdoor Fire	-	0
Mutual Aid	-	5
Rescue	-	0
Hazardous Condition	-	4
Hazardous Material	-	0
Vehicle Fire	-	0
PIAA	-	1
Stand By	-	0

Total: Calls for the month of August– 12 Calls for 2024 – 128

Maintenance:

- **C401** –No Report
- **C402** – No Report
- **M42** – No Report

- **S-43** – No Report
- **E-45** – No Report
- **E-47** –
 - Restricted pump operations to 1000lb per minute
 - Know box still needs to be replaced
- **E-46** – No Report
- **L-49** – Out for Service on Thursday 9/12 for a water seal leak.
- **ATV's** – No Report
- **UTV** – No Report
- **Enclosed Trailer** – No Report
- **Station** – No Report
- **Portable Equipment** – No Report
- **Flatbed Trailer** – For Sale

Training & Drill Program:

Drills for the month of September;

9/4 – Truck Night

9/11 – 9.11 Memorial Services

9/18 – ACVFA Dinner

9/25 – Station Night/Officers Meeting

Personnel:

- Physicals tentatively scheduled for October 23

Equipment & Supply Request:

- See attached Requisitions.

Apparatus Request:

- Albany County Muster – 9/21/24 @ Slingerlands FD
- Big Truck Day – 10/19/24 @ GHS
- Halloween Parade – 10/31/24

Fire Schools:

- Schedule printed and posted.

Town Chiefs & Commissioners: November 7th @ GCFD

Rural Chiefs: October 17th

Grant:**Other:**

- Knox Boxes are all set except for E47. The knox box in 47 came defective. Ernie requested a replacement.
- 5 new portable radios have been received but still need to be programmed. Ernie started install but cannot go any further until new UID's are provided by the county.
- Updated LOSAP points will be posted by the end of the month.

Upcoming Events:

- Albany County Muster
- Big Truck Day
- Halloween Parade

Respectfully Submitted,

Chief David Dodge