

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

**Meeting July 21, 2025**

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, July 21, 2025. Meeting called to order at 6:45pm, by Chairman William Dvorscak.

In Attendance: Commissioners – E. Ash, D. Efaw, W. Dvorscak, D. Joy, and J. Joy; Asst. Chief J. Riemenschneider.

Guests: Mark Dean

Absent: Chief C. Dvorscak, Commissioner D. Efaw and Secretary/Treasurer K. Dodge

**APPROVAL OF MINUTES**

- A motion was made by J. Joy to approve the regular monthly meeting minutes of May19, 2025 with a second by E.Ash. The motion was carried by a vote of 4 to 0.  
Commissioner Ash – Yes                      Commissioner Dvorscak – Yes                      Commissioner D. Joy – Yes  
Commissioner J. Joy –Yes                      Commissioner Efaw – Absent

**BIDS**

**RESOLUTIONS**

**TREASURERS REPORT**

- D. Joy performed a reconciliation of the June 2025 bank statement prior to the meeting, including verifying all checks written. A motion was made by D. Joy, with a second by J. Joy, 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 Ash – Yes                      Commissioner Efaw – Yes                      Commissioner Dvorscak – Yes  
Commissioner D. Joy – Yes                      Commissioner J. Joy –Yes
- A motion was made by D. Joy to approve all check requests and vouchers as signed with a second by J. Joy. The motion was carried by a vote of 4 to 0.  
Commissioner Ash – Yes                      Commissioner Dvorscak – Yes                      Commissioner D. Joy – Yes  
Commissioner J. Joy –Yes                      Commissioner Efaw – Absent

**REQUISITIONS BY THE DISTRICT**

**CHIEFS REPORT**

- A chief's report was presented.

**REQUISITIONS BY THE CHIEF**

## **EQUIPMENT, SUPPLY & APPARATUS REQUEST BY THE CHIEF**

- A motion was made by D. Joy with a second by J. Joy to approve the apparatus requests for 8/5/25 (NNO), 8/11/25 (Fair Walk through) and 8/13/25 (Fair Detail). The motion was carried by a vote of 4 to 0.  
Commissioner Ash – Yes                      Commissioner Dvorscak – Yes                      Commissioner D. Joy – Yes  
Commissioner J. Joy – Yes                      Commissioner Efaw – Absent

## **OTHER REQUESTS/INFO BY THE CHIEF**

### **NEW BUSINESS**

- A motion was made by J. Joy with a second by D. Joy to approve the updated facility use agreement and the revisions to Policy # 19 – Use of Facility. The motion was carried by a vote of 4 to 0.  
Commissioner Ash – Yes                      Commissioner Dvorscak – Yes                      Commissioner D. Joy – Yes  
Commissioner J. Joy – Yes                      Commissioner Efaw – Absent
- Draft budget is due by the August meeting. Draft Chiefs budget is due by August 11<sup>th</sup>.

### **\*\*REPORTS OF COMMITTEES\*\***

#### **\*CAPITAL IMPROVEMENTS**

- Building Committee
  - Next meeting schedule is pending.

#### **\*BUILDING & GROUNDS**

- Electrical –
- Heating/Cooling –
- Parcel 3 –
  - Pavilion was sprayed for carpenter bees
  - National Grid replaced the gas meter on 7/18/25. Email communication on file.
  - AED cabinet to be hung (Commissioner Dvorscak to follow up with Bob P).
- Station –
- New – Adirondack Pest was called for ants in the community room.
- Old –
  - Topsoil is pending.
  - Demo has begun on the hallway ceiling.
  - Mail box to be hung (Commissioner Dvorscak to follow up with Bob P).

#### **\*PERSONNEL**

- Disciplinary/Dept Status Change – Dept to have a meeting with new members.
- Members In/Out of Service –
- Firematic Training Classes – Posted
- LENS – Report on file.
- New Members
- Physicals –
  - C. Doherty still needs physical.



## **\*EQUIPMENT/APPARATUS/INVENTORY**

- Radios –
- PPE/SCBA –
- Apparatus –
  - Hose & Ground Ladder testing scheduled for August 20<sup>th</sup>.
  - Preventive Maintenance schedule is posted and on the shared calendar.
  - Aerial Ladder test has been completed. Inspection certificate is on file. Sticker to follow.
  - S43 – rear view mirror needs repair. Parts are on order. Firematic to come to station for repair.
  - E45 – tank to pump valve needs repair. Parts are on order. Will need to go back for repair.
  - E45 – has an issue with priming gasoline on pump. Will be addressed in house.
- Equipment –
- Inventory –
- Other –

## **\*BENEFITS & INSURANCE**

- LOSAP Investment –
  - The June 2025 monthly statement was reviewed. An increase was noted.
- LOSAP –
- Life / Auto / Liability / Property/ Cancer Insurance –
- Workers Comp –
- A&H/EAP –
- Legal –

## **\*RULES & REGULATIONS/POLICIES**

### **\*AUDIT & BUDGET**

- Draft financial statements have been received.

### **\*COMPUTERS & TECHNOLOGY**

- Linstar training still needs to be completed.
- Speaker in the kitchen tabled until next meeting.
- Commission D. Joy to reach out to IT to have new printer installed in district office and air print enabled.
- A motion was made by D. Joy with a second by E. Ash to proceed with installation of 1 speaker and volume control to kitchen (option a). The motion was carried by a vote of 4 to 0.

Commissioner Ash – Yes

Commissioner Dvorscak – Yes

Commissioner D. Joy – Yes

Commissioner J. Joy – Yes

Commissioner Efaw – Absent

### **\*HEALTH & SAFETY**

- Supplies in medical cabinet have expired and need to be restocked.

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

## **UNFINISHED BUSINESS**

## **ASSOCIATION ITEMS**

- District Training/Meetings –
  - Next regular meeting – August 18, 2025 @ 6:30pm

- Town Chiefs/Commissioners –
  - Next meeting scheduled for September 4th @ 7pm at AFD.
- Rural Chiefs –
  -
- Other –

## GOOD OF THE ORGANIZATION

- A motion was made by W. Dvorscak with a second by J. Joy to approve the hall use request for CDPW (Deb J) on 8/11/25. The motion was carried by a vote of 4 to 0.
- Commissioner Ash – Yes                      Commissioner Dvorscak – Yes                      Commissioner D. Joy – Yes  
     Commissioner J. Joy – Yes                      Commissioner Efaw – Absent

## COMMUNICATIONS

### OTHER

- Secretary/Treasurer to reach out to neighboring departments regarding their physical policies.
- Get quotes for sealing/stripping of parking lot for July 2026.
- Code to Parcel 3 to be changed and shared.

## ADJOURNMENT

- J. Joy made a motion to adjourn the meeting at 8:10pm with a second by E. Ash. The motion was carried by a vote of 4 to 0.
- Commissioner Ash – Yes                      Commissioner Dvorscak – Yes                      Commissioner D. Joy – Yes  
     Commissioner J. Joy – Yes                      Commissioner Efaw – Absent

Respectfully Submitted,

*Kelly Dodge*

Kelly Dodge, Secretary/Treasurer

July 25, 2025

\*\*\*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  
Guiderland Center, New York 12085

TREASURER'S REPORT

July 21, 2025

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

Interest

General Fund Checking	\$	478,313.84	\$	12.16
Reserve - Apparatus & Equipment Checking	\$	140,803.03	\$	14.05
Reserve - Building & Repair Checking	\$	78,944.01	\$	22.87
Reserve - NFPA Checking	\$	85,146.11	\$	2.20
Reserve - NYCLASS Building & Repair	\$	1,508,565.74	\$	2,293.67
Reserve - NYLCASS Appt/Equipment	\$	1,008,281.12	\$	2,009.05
Total	\$	3,300,053.85	\$	4,354.00

\*\*\*\*\* Review and Approve Bank Account Reconciliation month of JUNE 2025

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

Check Requests / Voucher Approval	
Checks Paid Prior to Meeting	\$ 24,599.96
Check Requests / Voucher Approval Pending	\$ 3,327.50
Outstanding Checks (Checks written but not cleared)	\$ 14,178.17
Total	\$ 42,105.63

Deposit

Total \$ -

Balance on Books (GFC) \$ 464,135.67

Total of Reserve Accounts on Hand \$ 2,821,740.01

\*\*\*\*\*Total on Hand After Checkwritng \$ 3,282,548.18

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

\*\*\*\*\*AUDIT

\*\*\*\*\*ADDITIONAL NOTES

## Checks Paid Prior to Meeting

## Guilderland Center Fire District 1

June 16-July 21, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	LINE DESCRIPTION	AMOUNT
1st Natl Bk Scotia - Checking					
06/16/2025	Bill Payment (Check)	5982	Kelly Dodge		-1,241.94
06/24/2025	Bill Payment (Check)	5997	Spectrum Enterprise-Internet		-230.00
06/16/2025	Bill Payment (Check)	5983	Adirondack Pest Control, Inc.		-38.00
06/16/2025	Bill Payment (Check)	5988	MES, Inc.		-1,400.00
06/16/2025	Bill Payment (Check)	5986	Fleury Risk Management		-2,509.56
06/16/2025	Bill Payment (Check)	5992	The Altamont Enterprise		-10.67
06/16/2025	Bill Payment (Check)	5993	Town of Guilderland-Highway		-253.45
06/16/2025	Bill Payment (Check)	5990	Paiges Cleaning Service		-500.00
06/16/2025	Bill Payment (Check)	5987	McNeil and Company, Inc.		-1,209.00
06/16/2025	Bill Payment (Check)	5985	Dennis Moore		-275.00
06/16/2025	Bill Payment (Check)	5996	Vinnie's Lawn & Landscape		-562.50
06/16/2025	Bill Payment (Check)	5991	Regal Custom Services		-180.00
06/16/2025	Bill Payment (Check)	5994	Town of Guilderland-Property Tax		-90.00
06/16/2025	Bill Payment (Check)	5995	Verizon Wireless		-217.99
06/16/2025	Bill Payment (Check)	5984	Albany Fire Extinguisher		-190.90
06/16/2025	Bill Payment (Check)	5989	New York State Insurance Fund		-1,513.88
07/01/2025	Bill Payment (Check)	5999	Millers Home Repair		-625.00
07/11/2025	Bill Payment (Check)	6002	Spectrum Enterprise-Voice		-215.16
07/11/2025	Bill Payment (Check)	6000	Beliveau Mechanical		-3,258.00
07/11/2025	Bill Payment (Check)	6001	New York State Insurance Fund		-7,274.12
06/16/2025	Bill Payment (Check)	EFTNYS62425	NYs Income Tax	PR WH Tax 6/2/25-6/15/25	-67.62
06/30/2025	Bill Payment (Check)	5998	Kelly Dodge	PR 6/16/25-6/29/25	-1,241.94
06/24/2025	Bill Payment (Check)	EFT62425	Citizens Bank	553095*****8922	-171.95
07/08/2025	Bill Payment (Check)	EFT1220.38	National Grid	30 School Rd 5/30/25-6/30/25	-1,220.38
07/08/2025	Bill Payment (Check)	EFT102.90	National Grid	28 School Rd 5/30/25-7/01/25	-102.90
Total for 1st Natl Bk Scotia - Checking					<b>-\$24,599.96</b>
A600 Accounts Payable					
06/16/2025	Bill Payment (Check)	5982	Kelly Dodge		-1,241.94
06/24/2025	Bill Payment (Check)	EFT62425	Citizens Bank		-171.95
06/24/2025	Bill Payment (Check)	5997	Spectrum Enterprise-Internet		-230.00
06/16/2025	Bill Payment (Check)	5983	Adirondack Pest Control, Inc.		-38.00
06/16/2025	Bill Payment (Check)	5988	MES, Inc.		-1,400.00
06/16/2025	Bill Payment (Check)	5986	Fleury Risk Management		-2,509.56
06/16/2025	Bill Payment (Check)	5992	The Altamont Enterprise		-10.67
06/16/2025	Bill Payment (Check)	5993	Town of Guilderland-Highway		-253.45
06/16/2025	Bill Payment (Check)	5990	Paiges Cleaning Service		-500.00
06/16/2025	Bill Payment (Check)	5987	McNeil and Company, Inc.		-1,209.00
06/16/2025	Bill Payment (Check)	5985	Dennis Moore		-275.00
06/16/2025	Bill Payment (Check)	5996	Vinnie's Lawn & Landscape		-562.50
06/16/2025	Bill Payment (Check)	5991	Regal Custom Services		-180.00
06/16/2025	Bill Payment (Check)	5994	Town of Guilderland-Property Tax		-90.00
06/16/2025	Bill Payment (Check)	5995	Verizon Wireless		-217.99
06/16/2025	Bill Payment (Check)	5984	Albany Fire Extinguisher		-190.90
06/16/2025	Bill Payment (Check)	5989	New York State Insurance Fund		-1,513.88
06/16/2025	Bill Payment (Check)	EFTNYS62425	NYs Income Tax		-67.62
06/30/2025	Bill Payment (Check)	5998	Kelly Dodge		-1,241.94
07/01/2025	Bill Payment (Check)	5999	Millers Home Repair		-625.00
07/08/2025	Bill Payment (Check)	EFT1220.38	National Grid		-1,220.38
07/08/2025	Bill Payment (Check)	EFT102.90	National Grid		-102.90
07/11/2025	Bill Payment (Check)	6002	Spectrum Enterprise-Voice		-215.16
07/11/2025	Bill Payment (Check)	6000	Beliveau Mechanical		-3,258.00
07/11/2025	Bill Payment (Check)	6001	New York State Insurance Fund		-7,274.12
Total for A600 Accounts Payable					<b>-\$24,599.96</b>
TOTAL					<b>-\$49,199.92</b>



**Unpaid Bills Report**  
**Guilderland Center Fire District 1**  
**As of July 21, 2025**

DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Aerial Testing Company						
07/08/2025	Bill	5083	07/21/2025	-11	1,740.00	1,740.00
<b>Total for Aerial Testing Company</b>					<b>\$1,740.00</b>	<b>\$1,740.00</b>
Paiges Cleaning Service						
07/08/2025	Bill	1130	07/21/2025	-11	400.00	400.00
<b>Total for Paiges Cleaning Service</b>					<b>\$400.00</b>	<b>\$400.00</b>
Regal Custom Services						
07/08/2025	Bill	191132	07/21/2025	-11	150.00	150.00
<b>Total for Regal Custom Services</b>					<b>\$150.00</b>	<b>\$150.00</b>
R. Santorelli Electric, Inc.						
07/01/2025	Bill	10119	07/21/2025	-11	475.00	475.00
<b>Total for R. Santorelli Electric, Inc.</b>					<b>\$475.00</b>	<b>\$475.00</b>
Vinnie's Lawn & Landscape						
07/08/2025	Bill	5357	07/21/2025	-11	562.50	562.50
<b>Total for Vinnie's Lawn &amp; Landscape</b>					<b>\$562.50</b>	<b>\$562.50</b>
<b>TOTAL</b>					<b>\$3,327.50</b>	<b>\$3,327.50</b>

**Guilderland Center Fire Department  
Chief's Report July 2025**

**Incident Report for June 2025**

<u>Call #</u>	<u>Date</u>	<u>Type</u>	<u>Signal</u>
25-53	6/3	Structure Fire	@ 2 Van Buren Blvd 15
25-54	6/6	Mutual Aid Structure Fire	@ 3162 Spawn Rd 20
25-55	6/6	Mutual Aid W/ AFD	@ 115 Maple Ave 20
25-56	6/6	Mutual Aid W/ AFD	@ 132 Prospect Terr 20
25-57	6/6	Mutual Aid W/ AFD	@ 217 Main St 20
25-58	6/6	Standby	@ AFD 15
25-59	6/8	Structure Fire	@ 4645 Western Tpk 20
25-60	6/13	PIAA	@ Route 146 and Route 158 15
25-61	6/18	Haz Con	@ 6655 Route 158 20
25-62	6/19	Structure Fire	@ 6092 Depot Rd 15
25-63	6/22	Structure Fire	@ 8 Lenann Dr 15
25-64	6/23	Structure Fire	@ 6885 Route 158 15
25-65	6/23	Structure Fire	@ 107 Elizabeth Way 15
25-66	6/27	Mutual Aid Structure Fire	@ 3013 Valley Pine Dr 20
25-67	6/29	Mutual Aid Structure Fire	@ 195 Route 158 20

Structure Fire - 6  
Outdoor Fire - 0  
Mutual Aid - 3

Mutual Aid Structure Fire - 3  
Rescue - 0  
Hazardous Condition - 1  
Hazardous Material - 0  
Vehicle Fire - 0  
PIAA - 1  
Standby - 1

**Totals Calls for the month of June: 15**



## **Maintenance**

- **C401** - No Report.
- **C402** - No Report.
- **M42** - No Report.
- **S43** - Annual Maintenance completed.
- **E45** - No Report.
- **E46** - Annual Maintenance completed.
- **E47** - No Report.
- **L49** - No Report.
- **Trailer** - No Report.
- **ATV's** - ATV 1 had to be started with the pull cord. Batteries will need to be checked. No issues found.
- **UTV** - No Report.
- **Station** - No Report.
- **Portable Equipment** - No Report.

## **Training & Drill Program:**

Drills for the month of July.

2nd - Part 2 of FAA 107 Prep

9th - ATV / UTV Training

16th - ATV / UTV Training

23rd - Social Night

30th - Burn Drill

**Personnel:** No Report.

**Equipment and Supply Request:** Will submit for next month due to no access to emails (Motorola APX 4000 batteries)

## **Apparatus Request:**

Engine to fair walkthrough (8/11)

Engine to Altamont Fair (8/13)

**Fire Schools:** Classes have been posted. Nick M has completed BEFO/IFO.

**Town Chiefs:** No Report.

**Rural Chiefs:** No Report.

**Grants:** No Report.

**Other:**

- Linstar training needs to be scheduled. (Dates in mind, just need to know if it's virtual or in person, and how long it will be)

**Upcoming Events:**

Fair walk through (8/11)

Altamont Fair (8/13)

Respectfully submitted

Chris Dvorscak  
Chief