

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

Meeting May 19, 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, May 19, 2025. Meeting called to order at 6:02pm, by Chairman William Dvorscak.

In Attendance: Commissioners – E. Ash (7:20pm) D. Efaw, W. Dvorscak, J. Joy, D. Joy; Chief C. Dvorscak, and Secretary/Treasurer K. Dodge.

Guests: Ralph Lemme of UBS (6pm)

Absent:

APPROVAL OF MINUTES

- A motion was made by D. Efaw to approve the regular monthly meeting minutes of April 21, 2025 with a second by J. Joy. The motion was carried by a vote of 4 to 0.
Commissioner Ash – Absent Commissioner Efaw – Yes Commissioner Dvorscak – Yes
Commissioner D. Joy – Yes Commissioner J. Joy – Yes

BIDS

RESOLUTIONS

TREASURERS REPORT

- D. Joy performed a reconciliation of the April 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 (motion by J. Joy, second by D. Efaw, carried 4-0) on the report, if applicable. The motion was carried by a vote of 4 to 0.
Commissioner Ash – Absent 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 D. Efaw. The motion was carried by a vote of 4 to 0.
Commissioner Ash – Absent Commissioner Efaw – Yes Commissioner Dvorscak – Yes
Commissioner D. Joy – Yes Commissioner J. Joy – Yes

REQUISITIONS BY THE DISTRICT

CHIEFS REPORT

- Chief C. Dvorscak presented the May Chiefs report.

REQUISITIONS BY THE CHIEF

EQUIPMENT, SUPPLY & APPARATUS REQUEST BY THE CHIEF

- A motion was made by J. Joy with a second by D. Joy to approve the apparatus request on 6/29/25 for a fireworks detail at the Albany Country Club. The motion was carried by a vote of 4 to 0.
Commissioner Ash – Absent Commissioner Efaw – Yes Commissioner Dvorscak – Yes
Commissioner D. Joy – Yes Commissioner J. Joy – Yes

OTHER REQUESTS/INFO BY THE CHIEF

NEW BUSINESS

- A motion was made by J. Joy to accept the “memorandum of understanding” between Slingerlands Fire District and Guilderland Center Fire District with a second by D. Efaw. The motion was carried by a vote of 4-1. Email communication to Slingerlands Fire District to be included with the minutes when sent.
Commissioner Ash – Yes Commissioner Efaw – Yes Commissioner Dvorscak – No
Commissioner D. Joy – Yes Commissioner J. Joy – Yes
- The district is exploring other options in regards to upgrading/updating the key fob system.

****REPORTS OF COMMITTEES****

***CAPITAL IMPROVEMENTS**

- Building Committee
 - Next meeting schedule is pending.

***BUILDING & GROUNDS**

- Electrical –
- Heating/Cooling –
- Parcel 3 –
 - Has been opened.
 - A motion was made by J. Joy with a second by D. Joy to contact our pest control services to treat for carpenter’s bees at the pavilion. The motion was carried by a vote of 5 to 0.
Commissioner Ash – Yes Commissioner Efaw – Yes Commissioner Dvorscak – No
Commissioner D. Joy – Yes Commissioner J. Joy – Yes
- Station –
- New –
 - A motion was made by J. Joy with a second by D. Joy to proceed with supplies needed for ground improvements not to exceed \$300. The motion was carried by a vote of 5 to 0.
Commissioner Ash – Yes Commissioner Efaw – Yes Commissioner Dvorscak – No
Commissioner D. Joy – Yes Commissioner J. Joy – Yes
 - A quote received for a water heater for the half bathroom, kitchen area and dishwasher area were declined and decided to not proceed with the installation.
 - A quote received for the front hallway tiles has been asked to be requoted.
 - A motion was made by J. Joy with a second by E. Ash to proceed with the hallway ceiling repair of \$1250 by Millers Home Repair. The motion was carried by a vote of 5 to 0.
Commissioner Ash – Yes Commissioner Efaw – Yes Commissioner Dvorscak – No
Commissioner D. Joy – Yes Commissioner J. Joy – Yes

- A motion was made by E. Ash with a second by J. Joy to proceed with the gas leak repair of \$3258 by Beliveau Mechanical. The motion was carried by a vote of 5 to 0.

Commissioner Ash – Yes
Commissioner D. Joy – Yes

Commissioner Efaw – Yes
Commissioner J. Joy – Yes

Commissioner Dvorscak – No

- Old –

***PERSONNEL**

- Disciplinary/Dept Status Change –
- Members In/Out of Service –
- Firematic Training Classes – Posted
- LENS – Yearly summary on file.
- New Members
- Physicals –
 - C. Doherty

***EQUIPMENT/APPARATUS/INVENTORY**

- Radios – Chief to follow up
- PPE/SCBA –
- Apparatus –
 - AC repaired on 47.
 - Aerial Ladder testing schedule is pending.
- Equipment –
- Inventory – Under review
- Other – NFIRS will longer be available by year end and will be switching to NERIS starting in May.

***BENEFITS & INSURANCE**

- LOSAP Investment –
 - The April 2025 monthly statement was reviewed. An increase was noted.
 - A motion was made by J. Joy with a second by D. Efaw to proceed with the suggested investment changes as presented and explained by Ralph Lemme of UBS. The motion was carried by a vote of 4 to 0. An email communication was received from UBS with a review of our discussion and provided breakdown of fund allocations as requested and is on file.

Commissioner Ash – Absent
Commissioner D. Joy – Yes

Commissioner Efaw – Yes
Commissioner J. Joy – Yes

Commissioner Dvorscak – Yes

- LOSAP –
- Life / Auto / Liability / Property/ Cancer Insurance –
- Workers Comp –
- A&H/EAP –
- Legal –

***RULES & REGULATIONS/POLICIES**

- A motion was made by D. Joy with a second by E. Ash to approve the amendment to policy # 20; Use of District Chief's Vehicles. The motion was carried by a vote of 5 to 0.

Commissioner Ash – Yes
Commissioner D. Joy – Yes

Commissioner Efaw – Yes
Commissioner J. Joy – Yes

Commissioner Dvorscak – Yes

***AUDIT & BUDGET**

***COMPUTERS & TECHNOLOGY**

- Linstar install is complete. Chief to coordinate training.

***HEALTH & SAFETY**

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

UNFINISHED BUSINESS

ASSOCIATION ITEMS

- District Training/Meetings –
 - Next regular meeting – June 16, 2025 @ 6:30pm
- Town Chiefs/Commissioners –
 - Next meeting scheduled for July 10th @ the Tower.
- Rural Chiefs –
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- Other – The NYS Association of Fire Chiefs Convention is June 4-7 in Syracuse. An open invitation to all members to be communicated with the district providing a stipend for lunch and dinner for those interested in attending with proper notification.

GOOD OF THE ORGANIZATION

- A motion was made by J. Joy with a second by D. Efaw to approve the hall and/or pavilion use pending insurance, for Clayton Ash on July 6th 2025. The motion was carried by a vote of 4 to 1.
Commissioner Ash – Abstain Commissioner Efaw – Yes Commissioner Dvorscak – Yes
Commissioner D. Joy – Yes Commissioner J. Joy – Yes
- A motion was made by J. Joy with a second by D. Efaw to approve the hall use for Albany County Board of Elections for the general election November 4th 2025. The motion was carried by a vote of 5 to 0.
Commissioner Ash – Yes Commissioner Efaw – Yes Commissioner Dvorscak – Yes
Commissioner D. Joy – Yes Commissioner J. Joy – Yes
- An annual DOT Use & Occupancy Permit # 14041 was received and signed.
- Conflict of Interest notification for LOSAP disclosure received by Commissioner E. Ash and is on file.
- A hall use request previously approved for May 26th 2025 by Deb Joy was moved to May 27th 2025.
- A motion was made by J. Joy with a second by D. Joy for the Secretary/Treasurer to reach out to the town, tower committee and/or Town Chief and Commissioners regarding questions/concerns with cost increase for the tower dues. The motion was carried by a vote of 5 to 0.
Commissioner Ash – Yes Commissioner Efaw – Yes Commissioner Dvorscak – Yes
Commissioner D. Joy – Yes Commissioner J. Joy – Yes

COMMUNICATIONS

- A quote for 45min cylinder bottles has been received from MES and is on file.
- A correspondence was received by Fire Districts of New York Mutual Insurance Co and is on file.

OTHER

ADJOURNMENT

- D. Efaw made a motion to adjourn the meeting at 8:44pm with a second by J. Joy. The motion was carried by a vote of 5 to 0.
Commissioner Ash – Yes Commissioner Efaw – Yes Commissioner Dvorscak – Yes
Commissioner D. Joy – Yes Commissioner J. Joy –Yes
- Chairman W. Dvorscak reopened the meeting at 8:47pm.
- J. Joy made a motion to adjourn the meeting at 8:48pm with a second by D. Joy. The motion was carried by a vote of 5 to 0.
Commissioner Ash – Yes Commissioner Efaw – Yes Commissioner Dvorscak – Yes
Commissioner D. Joy – Yes Commissioner J. Joy –Yes

Respectfully Submitted,

Kelly Dodge

Kelly Dodge, Secretary/Treasurer

May 23, 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
Guilderland Center, New York 12085

TREASURER'S REPORT

May 19, 2025

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

Interest

General Fund Checking	\$	518,208.31	\$	16.16
Reserve - Apparatus & Equipment Checking	\$	640,772.96	\$	15.41
Reserve - Building & Repair Checking	\$	1,078,894.17	\$	26.74
Reserve - NFPA Checking	\$	85,141.78	\$	2.12
Reserve - NYCLASS Building & Repair	\$	504,492.77	\$	1,724.32
Reserve - NYLCASS Appt/Equipment	\$	504,492.77	\$	1,724.32
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Total	\$	3,332,002.76	\$	3,509.07

***** Review and Approve Bank Account Reconciliation month of APRIL 2025

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

Check Requests / Voucher Approval	
Checks Paid Prior to Meeting	\$ 101,561.37
Check Requests / Voucher Approval Pending	\$ 22,597.67
Outstanding Checks (Checks written but not cleared)	<u>\$ 6,969.17</u>
Total	\$ 131,128.21

Deposit

Total	<u>\$ -</u>
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Balance on Books (GFC)	\$ 511,239.14
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Total of Reserve Accounts on Hand	\$ 2,813,794.45
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*****Total on Hand After Checkwritng	\$ 3,302,435.92
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Review of Funds Movement

Following Account(s) need adjustments:

406 - Dues/Subscriptions - move \$1500 from Travel (403)

*****AUDIT

Waiting on final report.

*****ADDITIONAL NOTES

1:59 PM

05/19/25

Accrual Basis

Guilderland Center Fire District
Checks Paid List prior to meeting
April 21 through May 19, 2025

Type	Date	Num	Name	Memo	Amount
1st Natl Bk Scotia - Checking					
Paycheck	04/21/2025	5939	Kelly S Dodge	PR WKS 4/7/25-4/20/25	-1,241.94
Bill Pmt -Ch...	04/21/2025	5941	Adirondack Pest Control, Inc.	Regular Service	-38.00
Bill Pmt -Ch...	04/21/2025	5956	Albany Fire Extinguisher	Fire Extinguisher Annual Maintenance	-841.65
Bill Pmt -Ch...	04/21/2025	5942	Citizens Bank	5530950000028922	-1,700.59
Bill Pmt -Ch...	04/21/2025	5943	Dival Safety Equipment, Inc.	45 Minute Carbon Cylinder Bottles	-66,146.50
Bill Pmt -Ch...	04/21/2025	5944	Greg's Towing & Repair	Transmission Service/Oil Change to 401	-536.55
Bill Pmt -Ch...	04/21/2025	5945	National Grid	Service 2/28/25-3/31/25	-1,099.76
Bill Pmt -Ch...	04/21/2025	5946	Paiges Cleaning Service	March Cleaning Services	-400.00
Bill Pmt -Ch...	04/21/2025	5947	Phillips Hardware	Batteries for Station	-21.99
Bill Pmt -Ch...	04/21/2025	5948	Pinsky Law Group, PLLC	VOID: Services Rendered	0.00
Bill Pmt -Ch...	04/21/2025	5949	Regal Custom Services	March Services & Radio Rm PC Install	-330.00
Bill Pmt -Ch...	04/21/2025	5950	Schenectady Unit Parts	Filters & Diesel Oil John Deere Tractor	-181.60
Bill Pmt -Ch...	04/21/2025	5951	Spectrum Enterprise-Internet	Internet Service 4/12/25-5/11/25	-230.00
Bill Pmt -Ch...	04/21/2025	5952	Town of Guilderland-Highway	March 2025 Fuel	-203.62
Bill Pmt -Ch...	04/21/2025	5953	UBS Financial Services	2024 Contribution & Q1 Fees	-20,336.02
Bill Pmt -Ch...	04/21/2025	5954	Vinnie's Lawn & Landscape	6 of 6 Snowplow & 1 of 8 Landscape	-1,237.50
Bill Pmt -Ch...	04/21/2025	5955	Workfit Medical	Eshan Naseer (3/14/25)	-230.00
Bill Pmt -Ch...	04/24/2025	5958	Town of Guilderland-Highway	Jan Fuel	-275.16
Bill Pmt -Ch...	04/24/2025	5957	Pinsky Law Group, PLLC	Services Rendered	-90.00
Bill Pmt -Ch...	04/24/2025	5959	Spectrum Enterprise-Voice	Telephone	-205.24
Liability Check	04/29/2025	EFTNY...	NYS Employment Taxes	2025 Quarter 1 Payroll Taxes	-135.24
Liability Check	04/30/2025	EFTFE...	United States Treasury	2025 Quarter 1 Payroll Taxes	-2,426.27
Check	04/30/2025			Service Charge	-30.00
Paycheck	05/05/2025	5960	Kelly S Dodge	PR WKS 4/21/25-5/04/25	-1,241.94
Bill Pmt -Ch...	05/15/2025	EFT051...	National Grid	Services 3/31/25-4/30/25	-1,004.62
Liability Check	05/19/2025	EFTNY...	NYS Employment Taxes	PR WH Tax 4/21/25-5/4/25	-67.62
Paycheck	05/19/2025	5961	Kelly S Dodge	PR WK 5/5/25-5/18/25	-1,241.94
Liability Check	05/19/2025	EFTNY...	NYS Employment Taxes	WH Tax PR 5/5/25-5/18/25	-67.62
Total 1st Natl Bk Scotia - Checking					-101,561.37
TOTAL					-101,561.37

1:57 PM
05/19/25

Guilderland Center Fire District
Abstract of Unpaid Bills
As of May 19, 2025

Type	Date	Num	Memo	Due Date	Split	Amount
Adirondack Pest Control, Inc.						
Bill	05/15/2025	176874	Regular Service	05/19/2025	413 · Building Maintenance	38.00
Total Adirondack Pest Control, Inc.						38.00
BST						
Bill	05/19/2025	398099	Progress Bill # 1 2024 YE Audit	05/19/2025	425 · CPA Audit Fees	5,000.00
Total BST						5,000.00
Citizens Bank						
Bill	05/19/2025	APR 2025	April CC Statement	05/19/2025	-SPLIT-	337.49
Total Citizens Bank						337.49
Dival Safety Equipment, Inc.						
Bill	05/15/2025	3701414	SCBA Annual Testing	05/19/2025	416.1 · SCBA	2,274.05
Total Dival Safety Equipment, Inc.						2,274.05
Doyle Security Systems						
Bill	05/15/2025	1819371	Station Monitoring	05/19/2025	413 · Building Maintenance	80.85
Total Doyle Security Systems						80.85
Firefly						
Bill	04/24/2025	4332	Annual Fee balance & 2024 1099	05/19/2025	9025.2 · Fees	1,670.00
Total Firefly						1,670.00
H.L. Gage Sales, Inc.						
Bill	05/15/2025	01W22724	E47 AC Repair	05/19/2025	415.7 · E-47	261.62
Total H.L. Gage Sales, Inc.						261.62
MES, Inc.						
Bill	05/19/2025	IN2259881	Pacific F18 Helmets	05/19/2025	960 · Appropriations	5,500.00
Total MES, Inc.						5,500.00
Paiges Cleaning Service						
Bill	05/15/2025	1098	April Cleaning Services	05/19/2025	413 · Building Maintenance	400.00
Total Paiges Cleaning Service						400.00
Phillips Hardware						
Bill	05/19/2025	369375		05/19/2025	218 · Station/ Building Eq...	10.98
Bill	05/19/2025	369548		05/19/2025	-SPLIT-	57.94
Total Phillips Hardware						68.92
Regal Custom Services						
Bill	05/15/2025	191129	APRIL Computer Services	05/19/2025	418 · Internet & Compute...	220.00
Total Regal Custom Services						220.00
Spectrum Enterprise-Internet						
Bill	05/15/2025	141961201050725	Internet Service	05/19/2025	418 · Internet & Compute...	230.00
Total Spectrum Enterprise-Internet						230.00
Spectrum Enterprise-Voice						
Bill	05/19/2025	142626501042125	Voice Services 4/23/25-5/22/25	05/19/2025	419 · Telephone	214.39
Total Spectrum Enterprise-Voice						214.39
Town of Guilderland-Highway						
Bill	05/15/2025	04-25	April Fuel	05/19/2025	-SPLIT-	255.86
Total Town of Guilderland-Highway						255.86

1:57 PM
05/19/25

Guilderland Center Fire District
Abstract of Unpaid Bills
As of May 19, 2025

Type	Date	Num	Memo	Due Date	Split	Amount
Town of Guilderland Fire Chiefs Associatio						
Bill	05/15/2025	2025 DUES	2025 DUES	05/19/2025	406 · Dues / Publications	500.00
Total Town of Guilderland Fire Chiefs Associatio						500.00
Verizon Wireless						
Bill	05/15/2025	6112480898	Wireless Service 4/2/25-5/1/25	05/19/2025	419 · Telephone	217.99
Total Verizon Wireless						217.99
VFIS						
Bill	05/15/2025	330292131	Liability Policy Installment 2 of 4	05/19/2025	-SPLIT-	4,766.00
Total VFIS						4,766.00
Vinnie's Lawn & Landscape						
Bill	05/15/2025	5203	Landscape Services Installment 2 ...	05/19/2025	413 · Building Maintenance	562.50
Total Vinnie's Lawn & Landscape						562.50
TOTAL						22,597.67

To: Board of Fire Commissioners, Guilderland Center Fire District

From: Edward Ash, Commissioner

Date: April 21, 2025

Subject: LOSAP Disclosure

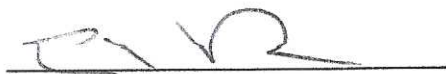
Board of Fire Commissioners:

This communication is submitted to the Board of Fire Commissioners of the Guilderland Center Fire District in accordance with the requirements of Section 216 of the General Municipal Law and relates to my disclosure related to the Length of Service Award Program ["LOSAP"] maintained by the fire district. I am required under the statute to provide a written disclosure because I may be called upon to vote on resolutions or motions related to the LOSAP. Any member of the Board of Fire Commissioners who might vote on a resolution or motion related to the program who also serves as a member of the volunteer fire company or department is required to publicly disclose in writing to the Board of Fire Commissioner that he or she is a member of the volunteer fire company or department.

Currently, I wish to disclose that I am a volunteer member of the Guilderland Center Fire Department.

I would ask that this disclosure be read off at the next regular meeting of the Board of Fire Commissioners of the Guilderland Center Fire District and be made part of and set forth in the official minutes/record of the meeting.

Very truly yours,

A handwritten signature in dark ink, appearing to read 'Edward Ash', is written over a horizontal line.

Edward Ash

Commissioner

Maintenance

- C401 - No Report.
- C402 - No Report.
- M42 - Inspected.
- S43 - No Report.
- E45 - No Report.
- E46 - No Report.
- E47 - No Report.
- L49 - No Report.
- Trailer - No Report.
- ATV's - No Report.
- UTV - No Report.
- Station - No Report.
- Portable Equipment - No Report.

Training & Drill Program:

Drills for the month of May.

- 7th - Truck night, and driver training.
- 14th - Pump out drill (Portable pumps).
- 21st - Fire attack basics (Burn drill?).
- 28th - Station Night / Drone in service training.

Personnel: No Report.

Equipment and Supply Request: Autel Drone ordered, should be arriving in the second week of May and FAA Training needs to be scheduled.

Apparatus Request: E46, and L49 for FireFighter 1 Class (Different Classes).

- L49 needed for 5/19 @ 6:30pm.
- E46 needed for 5/29.

Apparatus for the following Memorial Day Parades.

- Altamont (May 18th).
- Schoharie (May 22nd).
- Voorheesville (May 24th).
- Knox (May 26th).

Fireworks Detail at Albany Country Club (June 29th)

Fire Schools: Classes have been posted. Nick M is in IFO.

Town Chiefs:

- Tower dues are \$2,500 this year. Next year will be raised to \$3,000 or \$3,500.
- Learn to burn class for line officers.
- Fort Hunter is selling their UTV.

Rural Chiefs: Next meeting on 5/13 @ GCFD.

Grants: No Report.

Other:

- NFIRS (National Fire Incident Reporting System) has changed to NERIS (National Emergency Response Information System). Need to update information.
- Linstar training needs to be scheduled.
- MEMORANDUM OF UNDERSTANDING BETWEEN Slingerlands Fire District AND Guilderland Center Fire District needs to be discussed at the next commissioners meeting.

Upcoming Events: Memorial Day Parades.

Respectfully submitted

Chris Dvorscak
Chief