

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

Meeting August 19, 2024

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, August 19, 2024. Meeting called to order at 6:46pm, by Chairman William Dvorscak.

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

Guests: NA

Absent: NA

A motion was made by J. Joy with a second by R. Purzycki at 6:47pm to enter in to an executive session regarding personnel matter whereas the discussion concerned a particular person. 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

Executive session ended at 7:45pm and the regular scheduled district meeting reconvened. Separate minutes attached.

APPROVAL OF MINUTES

- A motion was made by J. Joy to approve the revised regular meeting minutes of June 17, 2024 with a second by D. Efaw. 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 R. Purzycki to approve the revised regular meeting minutes of July 15, 2024 with a second by D. Joy. 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

BIDS

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

RESOLUTIONS

- NA

TREASURERS REPORT

- A draft budget for fiscal year 2025 was submitted for review.

TREASURERS REPORT

- A draft budget for fiscal year 2025 was submitted for review.
- D. Joy performed a reconciliation of the July 2024 bank statement prior to the meeting, including verifying all checks written. A motion was made by D. Efaw, with a second by W. Dvorscak, to accept the Treasurer's Report including all transfers noted on the report. 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 D. Efaw to approve all check requests and vouchers as signed with a second by W. Dvorscak. The motion was carried by a vote of 5 to 0.
- A motion was made by D. Joy with a second by J. Joy to issue a stop payment on check # 5710 to National Grid for a fee of \$35 and reissue a new check. A recommendation was made by Secretary/Treasurer K. Dodge as check # 5710 appears to be lost. 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

Commissioner Efaw – Yes

Commissioner Dvorscak – Yes

Commissioner J. Joy – Yes

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 5 to 0.

Commissioner Efaw – Yes

Commissioner Dvorscak – Yes

Commissioner J. Joy – Yes

Commissioner D. Joy – Yes

Commissioner Purzycki – Yes

- An email communication received by the Chief dated August 9, 2024 regarding a possible deployment for OFPC is on file.

REQUISITIONS BY THE CHIEF

- A motion was made by D. Efaw with a second by D. Joy to accept the requisitions made by the Chief for up to 15 Scott face masks, 3 sets of gear, and 7 G5 pagers. In addition, requisitions not submitted but purchase approve for up to 7 pairs of boots and 3 tango single gas detectors not to exceed \$250.00 each. The motion was carried by a vote of 5 to 0.

Commissioner Efaw – Yes

Commissioner Dvorscak – Yes

EQUIPMENT, SUPPLY & APPARATUS REQUEST BY THE CHIEF

- NA

OTHER REQUESTS/INFO BY THE CHIEF

- NA

NEW BUSINESS

- Information was provided regarding NYCLASS and a follow up meeting with Lyn Derway, Regional Director of Investment Services is pending.

****REPORTS OF COMMITTEES****

CAPITAL IMPROVEMENTS

- Next building committee meeting is pending.

BUILDING & GROUNDS

- Electrical – NA
- Heating – NA
- Parcel 3 – NA
- Station – NA
- New –
 - A motion was made by D. Efaw with a second by R. Purzycki to accept the semi-annual kitchen suppression inspection scope of work and quote from Albany Fire Extinguisher. 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

○

- Old – NA

PERSONNEL

- Members In/Out of Service –
 - VanAlstyne to receive an abandonment letter.
 - S Mosley to receive a key fob as recommended by the chief.
 - 2 new members have been sworn in by the department.
 - A motion was made by J. Joy with a second by R. Purzycki to turn off J. Roberts key fob. 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

- Physicals – Tentatively scheduled for Wednesday, October 23rd.
- Firematic Training Classes – Posted
- Other –

EQUIPMENT

- Apparatus –
 - Hose and ladder testing is scheduled for 8/21/24 with Safety First.
 - PM has been completed. 47 did not pass pump test. Has to go for repairs.
- Radios –
 - New 5 APX radios need to be programmed. Waiting on the county to respond.
 - 1 pager sent out for repairs
 - Knox box keys are in a safe place.
- SCBA –
- Other – Pressure washers have been ordered but are currently on backorder.

BENEFITS & INSURANCE

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

RULES AND REGULATIONS/ASSOCIATION ITEMS

- Town Chiefs/Commissioners – Next meeting scheduled for September 5th @MFD.
- District Training/Meetings –
 - Budget workshop to be held on September 16th @ 5:30pm
 - Next regular meeting – September 16th @ 6:30pm
- Rural Chiefs – Next meeting scheduled for September 19th, place TBD.
- Other –

COMPUTERS & TECHNOLOGY

- A motion was made by D. Joy with a second by D. Efaw to upgrade QuickBooks with no payroll as recommended. 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

HEALTH & SAFETY

- NA

TOWN, SCHOOL & DEPARTMENT

- NA

UNFINISHED BUSINESS

- The sale of the aluminum trailer is ongoing. There is a recommendation to post it on ebay.
- A motion was made by D. Joy with a second by D. Joy to reach out to legal counsel to see if they have a draft policy for alcohol, drug and/or substance abuse. 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

OLD BUSINESS

- NA

GOOD OF THE ORGANIZATION

- A motion was made by D. Efav with a second by R. Purzycki to accept the community hall request for Tom Lawton on 10/20/24 pending insurance and Ben Crupe on 8/31/24. A request from the GHS for a luncheon on 11/22/24 was denied. The motion was carried by a vote of 5 to 0.
Commissioner Efav – Yes Commissioner Dvorscak – Yes
Commissioner J. Joy – Yes Commissioner D. Joy – Yes Commissioner Purzycki – Yes

COMMUNICATIONS

- The following communications were received and are on file:
 - Letter from National Grid regarding a new meter installation.
 - Thank you letter from Pop Warner.
 - An email solicitation from Amsure.
 - Information bulletin regarding NERIS.

OTHER

- Police report #24-079038 filed by the district is still pending investigation.
- A motion was made by J. Joy with a second by D. Efav to allow the Secretary/Treasurer to work remote when necessary. Presence in the office is preferred method. The motion was carried by a vote of 5 to 0.
Commissioner Efav – Yes Commissioner Dvorscak – Yes
Commissioner J. Joy – Yes Commissioner D. Joy – Yes Commissioner Purzycki – Yes

ADJOURNMENT

- R. Purzycki made a motion to adjourn the meeting at 9:44pm with a second by D. Joy. The motion was carried by a vote of 5 to 0.
Commissioner Efav – Yes Commissioner Dvorscak – Yes
Commissioner J. Joy – Yes Commissioner D. Joy – Yes Commissioner Purzycki – Yes

Respectfully Submitted,

Kelly Dodge

Kelly Dodge, Secretary/Treasurer
August 24, 2024

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

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

TREASURER'S REPORT

August 19, 2024

***** Review of Fund Account Balances

1st National Bank of Scotia		Interest	
General Fund Checking	\$ 316,819.05	\$ 8.48	
Reserve - Apparatus & Equipment Checking	\$ 995,576.35	\$ 25.72	
Reserve - Building & Repair Checking	\$ 1,523,579.31	\$ 39.36	
Reserve - NFPA Checking	\$ 83,622.73	\$ 2.16	
	<hr/>		
Total	\$ 2,919,597.44	\$ 75.72	

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

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

Check Requests / Voucher Approval	
Checks Paid Prior to Meeting	\$ 12,169.18
Check Requests / Voucher Approval Pending	\$ 23,418.96
Outstanding Checks (Checks written but not cleared)	\$ 9,906.77
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Total	\$ 45,494.91

Deposit

Total	\$ <hr/> -
Balance on Books (GFC)	\$ 306,912.28
Total of Reserve Accounts on Hand	\$ 2,602,778.39
*****Total on Hand After Checkwritng	\$ 2,886,271.71

Review of Funds Movement

Following Account(s) need adjustments:

*****AUDIT

Final report received. Legal notice sent to TOG and Enterprise.

*****ADDITIONAL NOTES

2:58 PM
 08/19/24
 Accrual Basis

Guilderland Center Fire District
 Checks Paid List prior to meeting
 July 15 through August 19, 2024

Type	Date	Num	Name	Memo	Amount
1st Natl Bk Scotia - Checking					
Paycheck	07/15/2024	5721	Kelly S Dodge		
Paycheck	07/29/2024	5730	Kelly S Dodge	PR 7/1/24-7/14/24	-1,211.06
Bill Pmt -Ch...	07/29/2024	EFT080...	Citizens Bank	PR 7/15/24-7/28/24	-1,211.06
Liability Check	08/05/2024	EFT080...	NYS Employment Taxes	5530950000028922	-1,135.13
Liability Check	08/05/2024	EFT073...	NYS Employment Taxes	PR TAX 7/01/24-7/14/24	-65.50
Liability Check	08/05/2024	EFT072...	United States Treasury	2ND QTR PR NYS TAX	-98.25
Bill Pmt -Ch...	08/05/2024	5722	BST	2ND QTR PR INCOME TAX	-2,198.25
Bill Pmt -Ch...	08/05/2024	5723	Greg's Towing & Repair	Final Audit Bill YE 2023	-1,850.00
Bill Pmt -Ch...	08/05/2024	5724	Spectrum Enterprise-Internet	M42 Oil Change	-99.95
Bill Pmt -Ch...	08/05/2024	5725	Town of Guilderland-Highway	Internet Service 7/12/24-8/11/24	-229.98
Bill Pmt -Ch...	08/05/2024	5726	Verizon Wireless	Fuel June 2024	-318.07
Bill Pmt -Ch...	08/05/2024	5727	Spectrum Enterprise-Voice	Cell Service 6/02/24-7/01/24	-417.89
Bill Pmt -Ch...	08/06/2024	5728	Pinsky Law Group, PLLC	Telephone Service 7/23/24-8/22/24	-203.98
Bill Pmt -Ch...	08/12/2024	5731	Adirondack Pest Control, Inc.	2nd Half Retainer/Engagement Fee	-1,750.00
Paycheck	08/12/2024	5732	Kelly S Dodge		-38.00
Liability Check	08/12/2024	EFT081...	NYS Employment Taxes	PR 7/29/24-8/11/24	-1,211.06
				NYS PR Tax 7/15/24-8/11/24	-131.00
Total 1st Natl Bk Scotia - Checking					-12,169.18
TOTAL					-12,169.18

**Guilderland Center Fire District
Abstract of Unpaid Bills
As of August 19, 2024**

Type	Date	Num	Memo	Due Date	Split	Amount
Adirondack Pest Control, Inc.						
Bill	08/12/2024	122298	Regualr Pest Service	08/19/2024	413 · Building Maintenance	38.00
Total Adirondack Pest Control, Inc.						38.00
Doyle Security Systems						
Bill	08/05/2024	1674971	Station Monitoring	08/19/2024	413 · Building Maintenance	75.57
Total Doyle Security Systems						75.57
Firematic Supply Co., Inc						
Bill	08/05/2024	INUS005378	PM S43	08/19/2024	415.00 · Preventive Maint...	6,950.95
Bill	08/05/2024	INUS005344	PM REPAIRS E46	08/19/2024	415.6 · E-46	2,617.83
Bill	08/05/2024	INUS005343	PM E45	08/19/2024	415.00 · Preventive Maint...	2,764.91
Bill	08/05/2024	INUS005342	PM E46	08/19/2024	415 · Apparatus Repair	4,965.76
Total Firematic Supply Co., Inc						17,299.45
Greg's Towing & Repair						
Bill	08/05/2024	38807	401 Oil Change	08/19/2024	415.1 · 401-Chief Vehicle	279.38
Total Greg's Towing & Repair						279.38
Motorola						
Bill	08/12/2024	8281948168	Battery	08/19/2024	201 · Radios/Pagers	85.20
Total Motorola						85.20
National Grid						
Bill Pmt...	11/10/2022	EFT11112022			1st Natl Bk Scotia - Chec...	-129.62
Bill	08/14/2024		28 School 7/1/24-8/1/24	08/19/2024	-SPLIT-	105.60
Bill	08/14/2024		30 School 6/28/24-8/1/24	08/19/2024	-SPLIT-	1,131.64
Total National Grid						1,107.62
NorthSide Sales						
Bill	08/05/2024	131873	O2 Sensors	08/19/2024	208 · Fire Fighting Equip...	955.85
Total NorthSide Sales						955.85
NYS Association of Fire Chiefs						
Bill	08/05/2024	42489	FIRE 2024 HOTEL	08/19/2024	210 · Education/Training	320.00
Total NYS Association of Fire Chiefs						320.00
Paiges Cleaning Service						
Bill	08/12/2024	590	July Cleaning Service	08/19/2024	413 · Building Maintenance	400.00
Total Paiges Cleaning Service						400.00
Regal Custom Services						
Bill	08/05/2024	19116	July Monthly Computer Services	08/19/2024	418 · Internet & Compute...	210.00
Total Regal Custom Services						210.00
Spectrum Enterprise-Internet						
Bill	08/14/2024	141961201080724	Internet Service 8/12/24-9/11/24	08/19/2024	418 · Internet & Compute...	229.98
Total Spectrum Enterprise-Internet						229.98
The Altamont Enterprise						
Bill	08/05/2024	3004	Annual Elections Legal Notice	08/19/2024	960 · Appropriations	15.80
Total The Altamont Enterprise						15.80
Town of Guilderland - Highway Fund						
Bill	08/12/2024	07-24	July Fuel	08/19/2024	-SPLIT-	329.75
Total Town of Guilderland - Highway Fund						329.75

**Guilderland Center Fire District
Abstract of Unpaid Bills
As of August 19, 2024**

Type	Date	Num	Memo	Due Date	Split	Amount
UBS Financial Services						
Bill	08/19/2024	2024-3	Asset Management Fee - 3rd Qtr	08/19/2024	9025.2 · Fees	1,091.97
Total UBS Financial Services						<u>1,091.97</u>
Verizon Wireless						
Bill	08/12/2024	9970482581	Cell Service 7/02/24-8/01/24	08/19/2024	419 · Telephone	417.89
Total Verizon Wireless						<u>417.89</u>
Vinnie's Lawn & Landscape						
Bill	08/05/2024	4724	Landscape Services Install 5 of 8	08/19/2024	413 · Building Maintenance	562.50
Total Vinnie's Lawn & Landscape						<u>562.50</u>
TOTAL						<u><u>23,418.96</u></u>

Guilderland Center Fire Department

Chief's Report August 2024

Incident Reports for July 2024:

Call #	Date	Type	Signal
24-089	07/03	Possible Structure Fire/3770 Carmen Rd Casa Real	15
24-090	07/05	Outdoor Fire/Keenholtz Park	20
24-091	07/05	Possible Structure Fire/The Grand	20
24-092	07/06	Standby in Qtrs. PIAA (FHFD)/NYS Thruway	20
24-093	07/07	Outdoor Fire/5803 Ostrander Rd	15
24-094	07/10	PIAA/Rte. 158 & 146	20
24-095	07/12	Possible Structure Fire/NEIP Bldg. 19	15
24-096	07/12	PIAA-Cancelled/Rt 155 & Wormer	
24-097	07/15	Possible Structure Fire/GHS	15
24-098	07/16	Possible Structure Fire/1224 Alexander Ct	15
24-099	07/16	Possible Structure Fire-Haz Cond/The Grand	20
24-100	07/16	Hazardous Condition/580 Rte. 146	20
24-101	07/16	Hazardous Condition/4298 Becker Rd	15
24-102	07/16	Possible Structure Fire /100 Acre Wood Ln Clover Pond Vineyard	15
24-103	07/16	?Hazardous Condition/5068 Hurst Road	
24-104	07/16	Hazardous Condition/4478 Hurst Road	
24-105	07/16	Hazardous Condition/461 Rt 146 Bldg. 4	15
24-106	07/17	Structure Fire (FHFD)/102 Fox Run Lane	20
24-107	07/18	Possible Structure Fire/216 Wormer Rd	15
24-108	07/20	Possible Structure Fire/The Grand	15
24-109	07/22	Possible Structure Fire/Clover Pond Winery	15
24-110	07/24	Possible Structure Fire/NEIP	15
24-111	07/25	Possible Structure Fire/4942 Western Turnpike	15
24-112	07/26	Possible Structure Fire/NEIP Bldg. 18	15
24-113	07/26	Possible Structure Fire/NEIP Bldg. 11	15
24-114	07/26	Possible Structure Fire/7 Avallon Way	20
24-115	07/29	Hazardous Condition/7 Chesterfield Dr	15

Structure Fire	-	0
Possible Structure Fire	-	15
Unknown Fire	-	0
Outdoor Fire	-	2
Mutual Aid	-	2
Rescue	-	0
Hazardous Condition	-	6
Hazardous Material	-	0
Vehicle Fire	-	0
PIAA	-	2

Total: Calls for the month of July– 27 Calls for 2024 – 116

Maintenance:

- **C401** –No Report
- **C402** – No Report
- **M42** – No Report
- **S-43** – Preventive Maintenance completed
- **E-45** – Preventive Maintenance completed
- **E-47** – Preventive Maintenance completed.
- **E-46** – Preventive Maintenance completed
- **L-49** – Out for Preventive Maintenance
- **ATV's** – No Report
- **UTV** – No Report
- **Enclosed Trailer** – Pully repairs are complete. Back in service 8/7/24.
- **Station** – No Report
- **Portable Equipment** – No Report
- **Flatbed Trailer** – For Sale

Training & Drill Program:

Drills for the month of August;

8/07 – Truck Night

8/14 – Altamont Fair Detail

8/21 –

8/28 – Station Night/Officers Meeting

Personnel: Members out of service for no physical – C. VanAlstyne

Equipment & Supply Request:

- See attached Requisitions.

Apparatus Request:

Fire Schools:

- Schedule printed and posted.

Town Chiefs & Commissioners: September 5th @ McKownville

Rural Chiefs: September 19th.

Grant:

Other:

- Knox Boxes are all set except for E47 and 401/402. The knox box in 47 came defective; Ernie is waiting for a replacement and the boxes in the chiefs cars are swapped.
- Knox Boxes have been programmed and are installed and tested. Dispatcher training and access is complete. The Knox Box from L49 will be relocated to the radio room for easier use for all apparatus and for mutual aid companies standing by in our station.
- 5 new portable radios have been received but still need to be programmed. Ernie started install but can't go any further until new UID's are provided by the county.

Upcoming Events:

- Water Shuttle & Large Area Search 8/26
- Old Timers Day
- Albany County Dinner 9/18

Respectfully Submitted,

Chief David Dodge