

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

**Meeting June 16, 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, June 16, 2025. Meeting called to order at 6:34pm, by Chairman William Dvorscak.

In Attendance: Commissioners – E. Ash, D. Efaw, W. Dvorscak, D. Joy, J. Joy, and Secretary/Treasurer K. Dodge.

Guests: NA

Absent: Chief Dvorscak and Asst Chief Riemenschneider

**APPROVAL OF MINUTES**

- A motion was made by D. Joy to approve the regular monthly meeting minutes of May 19, 2025 with a second by D. Efaw. 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

**BIDS**

**RESOLUTIONS**

**TREASURERS REPORT**

- D. Joy performed a reconciliation of the May 2025 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 5 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. Efaw to approve all check requests and vouchers as signed 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
- A motion was made by D. Joy with a second by D. Efaw to move \$500,000 from the Appt/Equip Reserve to the NYClass Appt/Equipment Reserve and \$1,000,000 from the Building/Repair Reserve to the NYClass Building/Repair Reserve. 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

## **REQUISITIONS BY THE DISTRICT**

### **CHIEFS REPORT**

- A chief's report was not presented.

## **REQUISITIONS BY THE CHIEF**

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

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

### **NEW BUSINESS**

- A request to revamp the hall use application was approved to proceed.
- Draft budget is due by the August meeting. Draft Chiefs budget is due by August 11<sup>th</sup>.
- A motion was made by D. Joy to remove the mifi from the Verizon contract with a second by J. Joy. The motion was carried by a vote of 5-0.  
Commissioner Ash – Yes                      Commissioner Efaw – Yes                      Commissioner Dvorscak – Yes  
Commissioner D. Joy – Yes                      Commissioner J. Joy – Yes

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

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

- Building Committee
  - Next meeting schedule is pending.

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

- Electrical –
- Heating/Cooling –
- Parcel 3 –
- Station –
- New –
  - A request to issue a key fob with limited access to the landscaper was approved.
  - A request to find out about when to get the parking lot sealed and restriped was followed up with an email on 6/17/25. Not enough input was received to proceed. Email communication is on file.
- Old –
  - Topsoil is pending.
  - Gas leak has been repaired.
  - Demo has begun on the hallway ceiling.

#### **\*PERSONNEL**

- Disciplinary/Dept Status Change –
- Members In/Out of Service –
- Firematic Training Classes – Posted
- LENS –
- 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 was scheduled for June 16<sup>th</sup>. The ladder retracted a little slow and will be communicated to Firematic during regular scheduled preventive maintenance appointment.
- Equipment –
- Inventory – Slow but being worked on.
- Other –

### **\*BENEFITS & INSURANCE**

- LOSAP Investment –
  - The May 2025 monthly statement was reviewed. An increase was noted.
- LOSAP –
- Life / Auto / Liability / Property/ Cancer Insurance –
- Workers Comp – Policy renewed effective 7/1/25
- A&H/EAP – Policies renewed effective 6/10/25.
- 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.

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

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

- A letter regarding the Town of Guilderland Water Rate Change was received.

### **UNFINISHED BUSINESS**

### **ASSOCIATION ITEMS**

- District Training/Meetings –
  - Next regular meeting – July 21, 2025 @ 6:30pm
- Town Chiefs/Commissioners –
  - Next meeting scheduled for July 10th @ 7pm at the Tower.
- Rural Chiefs –
  -
- Other –
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## GOOD OF THE ORGANIZATION

- Email communication regarding an approval for a hall use request for 6/18/25 from Deb Joy is on file.
- Email communication regarding an approval for a pavilion use request for 6/29/25 from Erin & Sean O'Mara is on file.
- A pavilion use request for 7/19/25 by Mark Dean was not approved.

## COMMUNICATIONS

## OTHER

## ADJOURNMENT

- J. Joy made a motion to adjourn the meeting at 7:50pm with a second by D. Efaw. 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

June 24, 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**

**June 16, 2025**

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

		Interest
General Fund Checking	\$ 489,554.67	\$ 13.20
Reserve - Apparatus & Equipment Checking	\$ 640,788.98	\$ 16.02
Reserve - Building & Repair Checking	\$ 1,078,921.14	\$ 26.97
Reserve - NFPA Checking	\$ 85,143.91	\$ 2.13
Reserve - NYCLASS Building & Repair	\$ 506,272.07	\$ 1,779.30
Reserve - NYLCASS Appt/Equipment	\$ 506,272.07	\$ 1,779.30
 Total	 \$ 3,306,952.84	 \$ 3,616.92

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

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

Check Requests / Voucher Approval	
Checks Paid Prior to Meeting	\$ 27,747.99
Check Requests / Voucher Approval Pending	\$ 8,950.95
Outstanding Checks (Checks written but not cleared)	\$ 4,673.14
 Total	 \$ 41,372.08
 Deposit	 \$ 2,500.00 DEC Grant

Total	\$ 2,500.00
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Balance on Books (GFC)	\$ 487,381.53
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Total of Reserve Accounts on Hand	\$ 2,817,398.17
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*****Total on Hand After Checkwritng	\$ 3,295,828.75
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Review of Funds Movement  
Following Account(s) need adjustments:

\*\*\*\*\*AUDIT  
Received draft financial statements

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

# Checks Paid Prior to Meeting

## Guilderland Center Fire District 1

May 19-June 16, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	LINE DESCRIPTION	AMOUNT
1st Natl Bk Scotia - Checking					
05/19/2025	Bill Payment (Check)	5961	Kelly Dodge		-1,241.94 ✓
05/19/2025	Bill Payment (Check)	EFTNYS51925	NYs Income Tax		-67.62 ✓
05/19/2025	Bill Payment (Check)	EFTNYS52325	NYs Income Tax		-67.62 ✓
05/20/2025	Bill Payment (Check)	5962	Adirondack Pest Control, Inc.		-38.00 ✓
05/20/2025	Bill Payment (Check)	5966	Doyle Security Systems	86454	-80.85 ✓
05/20/2025	Bill Payment (Check)	5969	MES, Inc.		-5,500.00 ✓
05/20/2025	Bill Payment (Check)	5975	Town of Guilderland-Highway		-255.86 ✓
05/20/2025	Bill Payment (Check)	5967	Firefly		-1,670.00 ✓
05/20/2025	Bill Payment (Check)	5970	Paiges Cleaning Service		-400.00 ✓
05/20/2025	Bill Payment (Check)	5973	Spectrum Enterprise-Internet		-230.00 ✓
05/20/2025	Bill Payment (Check)	5963	BST		-5,000.00 ✓
05/20/2025	Bill Payment (Check)	5972	Regal Custom Services		-220.00 ✓
05/20/2025	Bill Payment (Check)	5978	VFIS		-4,766.00 ✓
05/20/2025	Bill Payment (Check)	5976	Town of Guilderland Fire Chiefs Associatio		-500.00 ✓
05/20/2025	Bill Payment (Check)	5974	Spectrum Enterprise-Voice		-214.39 ✓
05/20/2025	Bill Payment (Check)	5968	H.L. Gage Sales, Inc.		-261.62 ✓
05/20/2025	Bill Payment (Check)	5977	Verizon Wireless		-217.99 ✓
05/20/2025	Bill Payment (Check)	5965	Dival Safety Equipment, Inc.		-2,274.05 ✓
05/20/2025	Bill Payment (Check)	5964	Citizens Bank	553095*****8922	-337.49 ✓
05/20/2025	Bill Payment (Check)	5971	Phillips Hardware		-68.92 ✓
05/20/2025	Bill Payment (Check)	5979	Vinnie's Lawn & Landscape		-562.50 ✓
05/30/2025	Deposit	INTEREST		Interest Earned	13.20 ✓
06/02/2025	Bill Payment (Check)	5980	Kelly Dodge		-1,241.94 ✓
06/05/2025	Bill Payment (Check)	5981	Spectrum Enterprise-Voice		-215.16 ✓
06/05/2025	Bill Payment (Check)	EFTNYS60525	NYs Income Tax		-67.62 ✓
06/12/2025	Bill Payment (Check)	EFT91375	National Grid	W-6242417103-0612-91375	-913.75 ✓
06/12/2025	Bill Payment (Check)	EFT9273	National Grid	W-0423154009-0612-9273	-92.73 ✓
06/16/2025	Bill Payment (Check)	5982	Kelly Dodge		-1,241.94 ✓
06/16/2025	Deposit		NYS Dept of Taxation & Finance	2023 VFA DEC Grant	2,500.00 ✓
Total for 1st Natl Bk Scotia - Checking					<b>- \$25,234.79</b>
<b>TOTAL</b>					<b>- \$25,234.79</b>

27747.99

# Unpaid Bills Report

## Guilderland Center Fire District 1

As of June 16, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Adirondack Pest Control, Inc.						
06/16/2025	Bill	179442	06/16/2025	0	38.00	38.00
<b>Total for Adirondack Pest Control, Inc.</b>					<b>\$38.00</b>	<b>\$38.00</b>
Albany Fire Extinguisher						
06/16/2025	Bill	X7292	06/16/2025	0	190.90	190.90
<b>Total for Albany Fire Extinguisher</b>					<b>\$190.90</b>	<b>\$190.90</b>
Dennis Moore						
06/05/2025	Bill	10266	06/16/2025	0	275.00	275.00
<b>Total for Dennis Moore</b>					<b>\$275.00</b>	<b>\$275.00</b>
Fleury Risk Management						
06/12/2025	Bill	5585	06/16/2025	0	2,509.56	2,509.56
<b>Total for Fleury Risk Management</b>					<b>\$2,509.56</b>	<b>\$2,509.56</b>
McNeil and Company, Inc.						
06/05/2025	Bill	2991225	06/16/2025	0	1,209.00	1,209.00
<b>Total for McNeil and Company, Inc.</b>					<b>\$1,209.00</b>	<b>\$1,209.00</b>
MES, Inc.						
06/12/2025	Bill	IN2270976	06/16/2025	0	1,400.00	1,400.00
<b>Total for MES, Inc.</b>					<b>\$1,400.00</b>	<b>\$1,400.00</b>
New York State Insurance Fund						
06/12/2025	Bill	66366480	06/16/2025	0	302.36	302.36
06/12/2025	Bill	66366527	06/16/2025	0	1,211.52	1,211.52
<b>Total for New York State Insurance Fund</b>					<b>\$1,513.88</b>	<b>\$1,513.88</b>
Paiges Cleaning Service						
06/12/2025	Bill	1113	06/16/2025	0	500.00	500.00
<b>Total for Paiges Cleaning Service</b>					<b>\$500.00</b>	<b>\$500.00</b>
Regal Custom Services						
06/05/2025	Bill	191130	06/16/2025	0	180.00	180.00
<b>Total for Regal Custom Services</b>					<b>\$180.00</b>	<b>\$180.00</b>
The Altamont Enterprise						
06/12/2025	Bill	5526	06/16/2025	0	5.53	5.53
06/12/2025	Bill	5419	06/16/2025	0	5.14	5.14
<b>Total for The Altamont Enterprise</b>					<b>\$10.67</b>	<b>\$10.67</b>
Town of Guilderland-Highway						
06/12/2025	Bill	05-25	06/16/2025	0	253.45	253.45
<b>Total for Town of Guilderland-Highway</b>					<b>\$253.45</b>	<b>\$253.45</b>
Town of Guilderland-Property Tax						
06/12/2025	Bill	108438	06/16/2025	0	45.00	45.00

# Unpaid Bills Report

## Guilderland Center Fire District 1

As of June 16, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
06/12/2025	Bill	105715	06/16/2025	0	45.00	45.00
<b>Total for Town of Guilderland-Property Tax</b>					<b>\$90.00</b>	<b>\$90.00</b>
Verizon Wireless						
06/12/2025	Bill	6114990034	06/16/2025	0	217.99	217.99
<b>Total for Verizon Wireless</b>					<b>\$217.99</b>	<b>\$217.99</b>
Vinnie's Lawn & Landscape						
06/12/2025	Bill	5212	06/16/2025	0	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>\$8,950.95</b>	<b>\$8,950.95</b>