

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

**Meeting August 18, 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, August 18, 2025. Meeting called to order at 6:37pm, by Chairman William Dvorscak.

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

Guests: NA

Absent: Asst. Chief J. Riemenschneider.

**APPROVAL OF MINUTES**

- A motion was made by J. Joy to approve the regular monthly meeting minutes of July 21, 2025 with a second by D. Efaw. The motion was carried by a vote of 5 to 0.  
Commissioner Ash – Yes                      Commissioner Dvorscak – Yes                      Commissioner D. Joy – Yes  
Commissioner J. Joy – Yes                      Commissioner Efaw – Yes

**BIDS**

**RESOLUTIONS**

**TREASURERS REPORT**

- D. Joy performed a reconciliation of the August 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. Joy to approve all check requests and vouchers as signed with a second by J. Joy. The motion was carried by a vote of 5 to 0.  
Commissioner Ash – Yes                      Commissioner Dvorscak – Yes                      Commissioner D. Joy – Yes  
Commissioner J. Joy – Yes                      Commissioner Efaw – Yes

**REQUISITIONS BY THE DISTRICT**

- A motion was made by J. Joy with a second by D. Joy to renew the QuickBooks software at the discretion of the treasurer/secretary for the best needs of the district. The motion was carried by a vote of 5 to 0.  
Commissioner Ash – Yes                      Commissioner Dvorscak – Yes                      Commissioner D. Joy – Yes  
Commissioner J. Joy – Yes                      Commissioner Efaw – Yes

## **CHIEFS REPORT**

- A motion was made by J. Joy with a second by D. Joy to accept the Chiefs Report as presented. The motion was carried by a vote of 5 to 0.  
Commissioner Ash – Yes                      Commissioner Dvorscak – Yes                      Commissioner D. Joy – Yes  
Commissioner J. Joy – Yes                      Commissioner Efaw – Yes

## **REQUISITIONS BY THE CHIEF**

- A motion was made by J. Joy with a second by D. Joy to proceed with the request by the Chief to purchase 3 Motorola 4000 batteries. The motion was carried by a vote of 5 to 0.  
Commissioner Ash – Yes                      Commissioner Dvorscak – Yes                      Commissioner D. Joy – Yes  
Commissioner J. Joy – Yes                      Commissioner Efaw – Yes

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

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

## **NEW BUSINESS**

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

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

- Building Committee
  - Next meeting is scheduled for Thursday, September 18<sup>th</sup> @ 6:30pm.

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

- Electrical –
- Heating/Cooling –
- Parcel 3 –
- Station –
- New – Annual inspection was performed on the hood suppression system.
- Old –

#### **\*PERSONNEL**

- Disciplinary/Dept Status Change –Members In/Out of Service –
- Firematic Training Classes – Posted
- LENS –
- New Members
- Physicals –
  - Scheduled for Wednesday, October 29<sup>th</sup> starting at 4pm.

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

- Radios –
- PPE/SCBA –
- Apparatus –
  - Hose & Ground Ladder testing scheduled for August 20<sup>th</sup>.



- Preventive Maintenance has been completed.
- Pump tests are on file.
- E46 is out of service due to a check engine light repair.
- Equipment –
- Inventory –
- Other –

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

- LOSAP Investment –
  - The July 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**

- Physical policy to be reviewed at next months meeting.

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

- 2026 draft budget was submitted for review to be discussed at budget workshop.

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

- Linstar training still needs to be completed.

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

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

#### **UNFINISHED BUSINESS**

#### **ASSOCIATION ITEMS**

- District Training/Meetings –
  - Budget Workshop – September 15, 2025 @ 6:00pm
  - Next regular meeting – September 15, 2025 @ 6:30pm
- Town Chiefs/Commissioners –
  - Next meeting scheduled for September 4th @ 7pm at AFD.
- Rural Chiefs –
  - Next meeting scheduled for September 18<sup>th</sup> @ ??
- Other –

#### **GOOD OF THE ORGANIZATION**

- A motion was made by D. Joy with a second by E. Ash to approve the hall use request for CDPW (Deb J) on 8/22/25. The motion was carried by a vote of 5 to 0.
- Commissioner Ash – Yes                      Commissioner Dvorscak – Yes                      Commissioner D. Joy – Yes  
     Commissioner J. Joy – Yes                      Commissioner Efaw – Yes

#### **COMMUNICATIONS**

## OTHER

### ADJOURNMENT

- J. Joy made a motion to adjourn the meeting at 7:47pm with a second by D. Efaw. The motion was carried by a vote of 5 to 0.
- Commissioner Ash – Yes  
Commissioner J. Joy – Yes
- Commissioner Dvorscak – Yes  
Commissioner Efaw – Yes
- Commissioner D. Joy – Yes

Respectfully Submitted,

*Kelly Dodge*

Kelly Dodge, Secretary/Treasurer

August 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  
Guilderland Center, New York 12085

TREASURER'S REPORT

August 18, 2025

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

		Interest
General Fund Checking	\$ 440,045.56	\$ 12.09
Reserve - Apparatus & Equipment Checking	\$ 140,806.90	\$ 3.87
Reserve - Building & Repair Checking	\$ 78,946.18	\$ 2.17
Reserve - NFPA Checking	\$ 85,148.45	\$ 2.34
Reserve - NYCLASS Building & Repair	\$ 1,513,874.96	\$ 5,309.22
Reserve - NYLCASS Appt/Equipment	\$ 1,011,829.65	\$ 3,548.53
Total	\$ 3,270,651.70	\$ 8,878.22

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

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

Check Requests / Voucher Approval	
Checks Paid Prior to Meeting	\$ 27,825.25
Check Requests / Voucher Approval Pending	\$ 35,209.73
Outstanding Checks (Checks written but not cleared)	\$ 3,723.05
Total	\$ 66,758.03

Deposit

Total	\$ -
Balance on Books (GFC)	\$ 436,322.51
Total of Reserve Accounts on Hand	\$ 2,830,606.14
*****Total on Hand After Checkwriting	\$ 3,231,718.92

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

\*\*\*\*\*AUDIT

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



4:37 PM  
08/18/25  
Accrual Basis

Guilderland Center Fire District  
Checks Paid List prior to meeting  
July 21 through August 18, 2025

Type	Date	Num	Name	Memo	Amount
<b>1st Natl Bk Scotia - Checking</b>					
Paycheck	07/24/2025	6004	Kelly S Dodge	PR 6/30/25-7/13/25	-1,241.94
Bill Pmt -Ch...	07/24/2025	6005	Adirondack Pest Control, Inc.	Regular Pest Service	-38.00
Bill Pmt -Ch...	07/24/2025	6006	Aerial Testing Company	Annual Aerial Test and Inspection	-1,740.00
Bill Pmt -Ch...	07/24/2025	6007	Citizens Bank	5530950000028922	-159.02
Bill Pmt -Ch...	07/24/2025	6008	Hudson Valley Photography Services	Drone	-14,504.00
Bill Pmt -Ch...	07/24/2025	6009	Paiges Cleaning Service	June Cleaning Services	-400.00
Bill Pmt -Ch...	07/24/2025	6010	R. Santorelli Electric, Inc.	Annual Generator Service	-475.00
Bill Pmt -Ch...	07/24/2025	6011	Regal Custom Services	June Computer Services	-150.00
Bill Pmt -Ch...	07/24/2025	6012	Town of Guilderland-Highway	JUNE FUEL	-326.57
Bill Pmt -Ch...	07/24/2025	6013	UBS Financial Services	Q2 & Q3 Advisory Fee	-2,431.58
Bill Pmt -Ch...	07/24/2025	6014	Verizon Wireless	6/2/25-7/1/25 Wireless Service	-171.14
Bill Pmt -Ch...	07/24/2025	6015	Vinnie's Lawn & Landscape	Landscape Install 3 of 8	-562.50
Paycheck	07/29/2025	6016	Kelly S Dodge	PR 7/14/25-7/27/25	-1,241.94
Liability Check	07/29/2025	EFTIRS...	United States Treasury	QUARTER 2 FEDERAL TAXES	-2,426.16
Liability Check	07/29/2025	EFTNY...	NYS Employment Taxes	QUARTER 2 NYS WITHHOLDING TAX	-67.62
Liability Check	07/29/2025	EFTNY...	NYS Employment Taxes	3RD QTR NYS WH PR 6/30/25-7/27/25	-135.24
Bill Pmt -Ch...	08/07/2025	6017	Spectrum Enterprise-Internet	Internet Service from 7/12/25 to 8/11/25...	-230.00
Bill Pmt -Ch...	08/07/2025	6018	Spectrum Enterprise-Voice	Voice 7/23/25-8/22/25	-214.98
Paycheck	08/11/2025	6020	Kelly S Dodge	PR 7/28/25-8/10/25	-1,241.94
Liability Check	08/18/2025	EFTNY...	NYS Employment Taxes	PR Taxes 7/28/25-8/10/25	-67.62
Total 1st Natl Bk Scotia - Checking					-27,825.25
<b>TOTAL</b>					<b>-27,825.25</b>

4:36 PM  
08/18/25

**Guilderland Center Fire District**  
**Abstract of Unpaid Bills**  
**As of August 18, 2025**

Type	Date	Num	Memo	Due Date	Split	Amount
<b>Adirondack Pest Control, Inc.</b>						
Bill	08/14/2025	184948	Regular Service	08/18/2025	413 · Building Maintenance	38.00
Total Adirondack Pest Control, Inc.						38.00
<b>Albany Fire Extinguisher</b>						
Bill	08/18/2025	AFE213718	Hood Suppression System Annual I...	08/18/2025	413 · Building Maintenance	227.85
Total Albany Fire Extinguisher						227.85
<b>BST</b>						
Bill	07/29/2025	399099	Final Audit Bill YE 2024	08/18/2025	425 · CPA Audit Fees	3,400.00
Total BST						3,400.00
<b>Doyle Security Systems</b>						
Bill	07/29/2025	1866652	Station Monitoring 8/1/25-10/31/25	08/18/2025	413 · Building Maintenance	80.85
Total Doyle Security Systems						80.85
<b>Firematic Supply Co., Inc</b>						
Bill	07/29/2025	INSTAL 10752	E46 PM	08/18/2025	415.00 · Preventive Maint...	6,888.98
Bill	08/14/2025	INSTAL10827	E45 PM	08/18/2025	415.00 · Preventive Maint...	3,631.86
Bill	08/14/2025	INSTAL10826	S43 PM	08/18/2025	415.00 · Preventive Maint...	5,600.00
Bill	08/14/2025	INSTAL10830	L49 PM	08/18/2025	415.00 · Preventive Maint...	7,264.99
Total Firematic Supply Co., Inc						23,385.83
<b>Greg's Towing &amp; Repair</b>						
Bill	08/14/2025	42900	Oil Change/Air Filter/Tire Rotation	08/18/2025	415.4 · M-42	175.45
Total Greg's Towing & Repair						175.45
<b>National Grid</b>						
Bill	08/14/2025		30 School 6/30/25-8/01/25	08/18/2025	-SPLIT-	1,546.15
Bill	08/14/2025		28 School 6/30/25-7/31/25	08/18/2025	-SPLIT-	102.10
Total National Grid						1,648.25
<b>Paiges Cleaning Service</b>						
Bill	08/05/2025	1141	July Cleaning Services	08/18/2025	413 · Building Maintenance	400.00
Total Paiges Cleaning Service						400.00
<b>Regal Custom Services</b>						
Bill	07/29/2025	19133	Speaker Install	08/18/2025	418 · Internet & Computer...	165.00
Bill	08/05/2025	191134	July Computer Related Services	08/18/2025	418 · Internet & Computer...	180.00
Total Regal Custom Services						345.00
<b>Verizon Wireless</b>						
Bill	08/14/2025	6120016848	Wireless Services 7/02/25-8/01/25	08/18/2025	419 · Telephone	180.00
Total Verizon Wireless						180.00
<b>VFIS</b>						
Bill	08/14/2025	330293131	Policy Premium Install 3 of 4	08/18/2025	450.1 · Liability/Building	4,766.00
Total VFIS						4,766.00
<b>Vinnie's Lawn &amp; Landscape</b>						
Bill	08/14/2025	5390	Landscape Services Install 5 of 8	08/18/2025	413 · Building Maintenance	562.50
Total Vinnie's Lawn & Landscape						562.50
<b>TOTAL</b>						<b>35,209.73</b>

## Incident Report for July 2025

Structure Fire	- 4
Outdoor Fire	- 0
Mutual Aid	- 3
Mutual Aid Structure Fire	- 0
Rescue	- 0
Hazardous Condition	- 2
Hazardous Material	- 0
Vehicle Fire	- 0
PIAA	- 0
Standby	- 0

**Calls for the month of July: 9**



## **Maintenance**

- **C401** - No Report.
- **C402** - No Report.
- **M42** - No Report.
- **S43** - Annual Maintenance completed.
- **E45** - Annual Maintenance completed.
- **E46** - Annual Maintenance completed.
- **E47** - No Report.
- **L49** - Annual Maintenance completed. (If truck is back by meeting time)
- **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 July.

5th - National Night Out

13th - Fair Detail (All Day)

20th -

27th - Station Night

**Personnel:** No Report.

**Equipment and Supply Request:** Motorola 4600 batteries.

**Apparatus Request:**

Engine to fair walkthrough (8/11)

Engine to Altamont Fair (8/13)

**Fire Schools:** Classes have been posted.

**Town Chiefs:** No Report.

**Rural Chiefs:** No Report.

**Grants:** No Report.

**Other:**

- New chargers have been installed in the radio room and the members room.
- 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