

Guilderland Center Fire District
30 School Road
P.O. Box 141
Guilderland Center, NY 12805

Meeting July 15, 2024

The regularly scheduled monthly meeting of the Board of Fire Commissioners of the Guilderland Center Fire District was held in the district office of the fire station on Monday, July 15, 2024. Meeting called to order at 6:18pm by Chairman William Dvorscak.

In person attendance; Commissioners – W. Dvorscak, D. Joy, J. Joy, R. Purzycki; Assistant Chief C. Dvorscak

Guests via videoconference: Brad Pinsky, Secretary/Treasurer K. Dodge

- An email communication is on file to hold a video conference call with the districts legal counsel starting at 5:30pm. The legal notice was posted on the districts website and doors as well as sent to the districts designated official newspaper. Notice is on file.

Absent: Commissioner D. Efaw,

APPROVAL OF MINUTES:

- A motion was made by J. Joy, second by D. Joy and a vote carried 4 to 0, to reject the regular meeting minutes until revised to state the following:
 - Junes minutes should state what changes needed to be made to May's meeting minutes- an email will be sent to the secretary by D. Joy to state exactly what needs to be changed.
 - May's revised meeting minutes were not presented to the board by the secretary or have yet to be updated at the time of this meeting.

Commissioner Efaw - Absent

Commissioner Dvorscak - Yes

Commissioner D. Joy - Yes

Commissioner J. Joy - Yes

Commissioner Purzycki – Yes

RESOLUTIONS:

- A motion was made by J. Joy, second by R. Purzycki to approve Resolution No. 2024-5.0, resolution to dispose of surplus equipment. Motion was carried by a vote of 4 to 0.

Commissioner Efaw - Absent

Commissioner Dvorscak - Yes

Commissioner D. Joy - Yes

Commissioner J. Joy - Yes

Commissioner Purzycki – Yes

BIDS

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

TREASURER'S REPORT

- R. Purzycki performed a reconciliation on the June 2024 bank statement prior to meeting including all checks written. A motion was made by D. Joy, with a second R. Purzycki to accept the treasurer's report. The motion was carried by a vote of 4 to 0.

Commissioner Efaw - Absent

Commissioner Dvorscak - Yes

Commissioner D. Joy - Yes

Commissioner J. Joy - Yes

Commissioner Purzycki - Yes

- A motion was made by D. Joy, with a second R. Purzycki to accept the vouchers as signed. The motion was carried 4 to 0.

Commissioner Efaw - Absent
Commissioner J. Joy - Yes

Commissioner Dvorscak - Yes
Commissioner Purzycki – Yes

Commissioner D. Joy - Yes

REQUISITIONS BY THE DISTRICT

- A motion was made by J. Joy to approve the purchase of district shirts not to exceed \$300.00 for commissioner D. Joy, with a second R. Purzycki. Motion was carried 4 to 0.

Commissioner Efaw - Absent
Commissioner J. Joy - Yes

Commissioner Dvorscak -Yes
Commissioner Purzycki – Yes

Commissioner D. Joy - Yes

- An email communication request was received to include the purchase of 1 additional polo shirt. Approval is on file.

CHIEF'S REPORT JUNE 2024

- A motion was made by J. Joy with a second D. Joy to accept the chief's report. Motion was carried 4 to 0.

Commissioner Efaw - Absent
Commissioner J. Joy -

Commissioner Dvorscak -
Commissioner Purzycki -

Commissioner D. Joy -

REQUISITIONS BY THE CHIEF

- A motion was made by J. Joy with a second by R. Purzycki to accept the requisitions for the M12 batteries, mobile microphones w/ Bluetooth gateway, the wireless RSM vehicular chargers and to deny the requisition for the rechargeable neck fans. The motion was carried 4 to 0.

Commissioner Efaw - Absent
Commissioner J. Joy - Yes

Commissioner Dvorscak - Yes
Commissioner Purzycki - Yes

Commissioner D. Joy - Yes

EQUIPMENT, SUPPLY AND APPARATUS REQUESTS BY THE CHIEF

- Request for apparatus made for National night out on August 6, 2024 and the Altamont fair on August 14, 2024. A motion was made by D. Joy with a second R. Purzycki. The motion was carried 4 to 0.

Commissioner Efaw - Absent
Commissioner J. Joy - Yes

Commissioner Dvorscak - Yes
Commissioner Purzycki – Yes

Commissioner D. Joy - Yes

NEW BUSINESS

- A motion was made by J. Joy with a second by D. Joy to accept Policy #6 -Reinstatement of active firemen, with highlighted changes. Motion was carried by a vote of 4 to 0.

Commissioner Efaw - Absent
Commissioner J. Joy - Yes

Commissioner Dvorscak - Yes
Commissioner Purzycki – Yes

Commissioner D. Joy - Yes

- Policy #38 was tabled until we can request the lawyer to review and make recommendations.
- Policy #1 - A motion was made by J. Joy with a second by D. Joy, that any incoming chief officer must have completed the fire service instructor 1, unless they have previously held the position, and to remove the NFPA reference from the policy. The motion was carried by a vote of 4 to 0.

Commissioner Efaw - Absent
Commissioner J. Joy - Yes

Commissioner Dvorscak - Yes
Commissioner Purzycki – Yes

Commissioner D. Joy - Yes

- A motion was made by R. Purzycki, with a second D. Joy to change the rate option for the lawyer from option 2 to option 1. The motion was carried by a vote of 4 to 0.
 Commissioner Efaw - Absent Commissioner Dvorscak - Yes Commissioner D. Joy - Yes
 Commissioner J. Joy - Yes Commissioner Purzycki – Yes
- A motion was made by J. Joy, second by R. Purzycki to acquire a payroll/hour tracking service for district employees. Motion was carried by a vote of 4 to 0. J. Joy will reach out to Time IPS for a demo.
 Commissioner Efaw - Absent Commissioner Dvorscak - Yes Commissioner D. Joy - Yes
 Commissioner J. Joy - Yes Commissioner Purzycki – Yes
- A motion was made by J. Joy, second by R. Purzycki, to switch all district work to be done on premise for all district employees, remote work will no longer be allowed in order to properly track hours. Motion was carried by a vote of 4 to 0.
 Commissioner Efaw - Absent Commissioner Dvorscak - Yes Commissioner D. Joy - Yes
 Commissioner J. Joy - Yes Commissioner Purzycki – Yes
- A motion was made by J. Joy, second by R. Purzycki to split the secretary and treasurer roles into 2 separate positions, as have done in the past, following a job posting for the secretary position and an interview process to be held by the board. Motion was carried by a vote of 4 to 0.
 Commissioner Efaw - Absent Commissioner Dvorscak - Yes Commissioner D. Joy - Yes
 Commissioner J. Joy - Yes Commissioner Purzycki - Yes

REPORTS OF COMMITTEES

***CAPITAL IMPROVEMENTS-** Building committee meeting TBD

***BUILDING & GROUNDS**

- **Electrical-** No report
- **Heating/Cooling-** Air handler repaired
- **Parcel 3-** Camera installation still ongoing
- **New-** No report
- **Old-** No report

***PERSONNEL**

- **Disciplinary/departement change status** – Discussion had regarding Secretary/Treasurer K. Dodge job performance. Secretary/Treasurer K. Dodge was absent for this month's meeting. Will be re addressed at next month's meeting.
- **Members in/out of service** – VanAlstyne to receive abandonment letter, Chief Dodge to send.
- **Firematic training classes** – Posted
- **LENS** - Reviewed
- **New Member** - N/A
- **Physicals** –
 - A Motion made by J. Joy, second by D. Joy to use Workfit Medical for in house physicals and to use Workfit Medical and Access health for offsite physicals.

Secretary/Treasurer K. Dodge will reach out to schedule in house physicals for October 2024. Motion was carried by a vote of 4 to 0.

Commissioner Efaw - Absent
Commissioner J. Joy – Yes

Commissioner Dvorscak - Yes
Commissioner Purzycki – Yes

Commissioner D. Joy – Yes

***EQUIPMENT**

- **Radio's** – Ernie has installed. Radios need to be programmed (5 APX 4000)
- **Personal and protective** – Assistant chief C. Dvorscak to get pricing for new thermal imaging cameras.
- **Plymovent**- No report
- **Apparatus**- Preventative maintenance schedule posted on white board in commissioner's office
- **Equipment**- Hose and ladder testing with Safety First scheduled on August 21, 2024.
- **Other**- Knox boxes have been installed, waiting on the town to finish training for them to be put into service.

***BENEFITS AND INSURANCE**

- **LOSAP investments**- June 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**

- **District Training/Meetings**-
- **Town Chiefs and Commissioners**- Next meeting September 5, 2024 @ MFD
- **Rural Chiefs**- Next meeting September 19, 2024
- **Other**- Annual meeting and leadership expo at Turning Stone for AFDSNY 10/20/2024-10/23/2024

***COMPUTERS/TECHNOLOGY**

- Installation of cameras at parcel 3 is still ongoing.
- A motion was made by J. Joy, second by D. Joy, to have Kasey create a "Key pass" with all admin user names and passwords (Email, digital sign, network data, key fobs, camera system, VPN and porting) to be shared between Kasey and the computer/technology committee. Motion was carried by a vote of 4 to 0.

Commissioner Efaw - Absent
Commissioner J. Joy - Yes

Commissioner Dvorscak - Yes
Commissioner Purzycki – Yes

Commissioner D. Joy - Yes

- A motion was made by J. Joy, second by D. Joy, to have weekly oversight reports of maintenance and project status emailed directly to the board. Commissioner J. Joy will follow up with Kasey regarding the above two motions. Motion was carried by a vote of 4 to 0.

Commissioner Efaw - Absent
Commissioner J. Joy - Yes

Commissioner Dvorscak - Yes
Commissioner Purzycki – Yes

Commissioner D. Joy - Yes

***HEALTH & SAFETY**

- No Report

***LIAISON OF TOWN, SCHOOL, DEPARTMENT**

- No Report

UNFINISHED BUSINESS

- Sale of aluminum trailer- being posted on Facebook/internet by Assistant Chief C. Dvorscak

GOOD OF ORGANIZATION

- Community hall use/requests
 - An email communication request to use the hall for July 29, 2024 and August 10, 2024 was received from D. Joy on behalf of Capital District Pop Warner. Approval is on file.
 - An email communication request to use the hall for July 22, 2024, August 4, 2024, August 12, 2024, August 26, 2024, and September 30, 2024 was received from D. Joy on behalf of Capital District Pop Warner. Approval is on file.
 - Motion was made by D. Joy, second by R. Purzycki to approve the hall/pavilion use request from John Joy on September 7, 2024 for the purpose of a baby shower. The motion was carried by a vote of 4 to 0.

Commissioner Efaw - Absent

Commissioner Dvorscak - Yes

Commissioner D. Joy - Yes

Commissioner J. Joy - Yes

Commissioner Purzycki – Yes

- A motion was made by R. Purzycki, second by J. Joy, to have the hall use requests **and** copies of insurance be put in the binders prior to the commissioner monthly meeting. Motion was carried by a vote of 4 to 0.

Commissioner Efaw - Absent

Commissioner Dvorscak - Yes

Commissioner D. Joy - Yes

Commissioner J. Joy - Yes

Commissioner Purzycki – Yes

COMMUNICATIONS

- A FOIL request for fire report #23-61 was received and a response is on file.

Next meeting scheduled Monday, August 19, 2024 @ 6:30pm

ADJOURNMENT

- A motion was made by D. Joy, second by R. Purzycki to adjourn the meeting at 8:12pm. The motion was carried by a vote of 4 to 0.

Commissioner Efaw - Absent

Commissioner Dvorscak - Yes

Commissioner D. Joy - Yes

Commissioner J. Joy - Yes

Commissioner Purzycki – Yes

Respectfully Submitted,

Debbie Joy

Debbie Joy

GCFD Fire Commissioner

July 21, 2024

Revisions Submitted,

Kelly Dodge, Secretary/Treasurer

September 16, 2024

May 2024

During the May 2024 bank reconciliation it was noted by commissioner D. Joy that Secretary/treasurer K. Dodge was writing/printing her payroll checks out of order and before the payroll period had ended. It was reviewed with both the board of fire commissioners and K. Dodge that she is not to be writing her paychecks ahead of time and they can be cut no earlier than the Monday following the end of the payroll period. She agreed understanding.

June 2024

During the review of the May meeting minutes at the June meeting of the GCFD board of fire commissioners it was noted that the above statement was never added to the May meeting minutes. It was asked that the minutes be revised and updated. Secretary/treasurer K. Dodge stated understanding and advised this would be taken care of.

July 2024

During the review of the June meeting minutes at the July meeting of the GCFD board of fire commissioners it was brought to the boards attention that the above statement was not reflected in the May meeting minute notes or the June meeting minutes for the board to review and was not posted on the district website as the updated version of the May meeting minutes. Secretary/Treasurer K. Dodge was absent for the July, above notes and discussion about job performance will be addressed with her upon her return from vacation.

Respectfully,

Debbie Joy

Debbie Joy

GCFD Fire Commissioner