

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

Meeting February 10, 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, February 10, 2025. Meeting called to order at 6:33pm, by Chairman William Dvorscak.

In Attendance: Commissioners – E. Ash (6:55pm), D. Efaw, W. Dvorscak, D. Joy, J. Joy; Chief C. Dvorscak, and Secretary/Treasurer K. Dodge.

Guests: NA

Absent: NA

APPROVAL OF MINUTES

- A motion was made by D. Joy to approve the regular monthly meeting minutes of January 11, 2025 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
- A motion was made by D. Joy to approve the organizational meeting minutes of January 11, 2025 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

BIDS

RESOLUTIONS

TREASURERS REPORT

- D. Joy performed a reconciliation of the January 2025 bank statement prior to the meeting, including verifying all checks written. A motion was made by J. Joy, with a second by D. Joy, to accept the Treasurer's Report including all transfers noted 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 J. Joy to approve all check requests and vouchers as signed with a second by D. 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

REQUISITIONS BY THE DISTRICT

- A motion was made by D. Joy to purchase the cloud-based version (\$2355) of Linstar 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
- A motion was made by D. Joy to purchase four (4) Microsoft Office Home & Business software (\$820) 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
- A motion was made by D. Joy to purchase one (1) HP Pro Small Form Desk PC (\$569) with a second by J. Joy for the radio room.. 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

CHIEFS REPORT

- Chief C. Dvorscak presented the February Chiefs report.

REQUISITIONS BY THE CHIEF

- No requisitions were submitted.

EQUIPMENT, SUPPLY & APPARATUS REQUEST BY THE CHIEF

- No requests were submitted.

OTHER REQUESTS/INFO BY THE CHIEF

NEW BUSINESS

****REPORTS OF COMMITTEES****

***CAPITAL IMPROVEMENTS**

- Building Committee
 - Next meeting to be scheduled after contract has been received from H2M.

***BUILDING & GROUNDS**

- Electrical – NA
- Heating/Cooling –
- Parcel 3 –
- Station –
- New – Request a quote for landscaping services.
- Old – After further inspection, no repairs were needed to the plymovent system as previously reported.

***PERSONNEL**

- Disciplinary/Dept Status Change –
- Members In/Out of Service – B Frederick
- Firematic Training Classes – Posted
- LENS – On file
- New Members –

- Physicals –
 - C Doherty
 - Schedule fall physical with Access

***EQUIPMENT/APPARATUS/INVENTORY**

- Radios –
 - Waiting on county for reprogramming on 42 & 45.
 - 42 mic replacement
- PPE/SCBA –
- Apparatus – E47 waiting for part for repair.
- Equipment –
- Inventory –
- Other –

***BENEFITS & INSURANCE**

- LOSAP Investment – The January 2025 monthly statement was reviewed. An increase was noted.
- LOSAP –
- Life / Auto / Liability / Property/ Cancer Insurance –
 - A motion was made by E. Ash with a second by D. Joy to raise the deductible for the liability/property insurance renewal. 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
- Workers Comp –
- A&H/EAP –
- Legal –

***RULES & REGULATIONS/POLICIES**

***AUDIT & BUDGET**

- 2024 YE Audit scheduled for April 1st.

***COMPUTERS & TECHNOLOGY**

- Renew email addresses

***HEALTH & SAFETY**

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

UNFINISHED BUSINESS

ASSOCIATION ITEMS

- District Training/Meetings –
 - Next regular meeting – March 17, 2025 @ 6:00pm.
 - District Planning Workshop – March 29, 2025 @ 10:30am.
- Town Chiefs/Commissioners –
 - Next meeting scheduled for March 6th @ Knox.
- Rural Chiefs –
- Other – The following are available for training:

- Pinsky Law Group Fire & EMS Law & Management Conference
- CAFDA Financial training or Commissioner Training
- AFDSNY Commissioner Training

GOOD OF THE ORGANIZATION

- ISO Reclassification Survey Meeting schedule for April 2 at 10am.

COMMUNICATIONS

OTHER

ADJOURNMENT

- J. Joy made a motion to adjourn the meeting at 8:25pm with a second by D. Joy. 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

Respectfully Submitted,

Kelly Dodge

Kelly Dodge, Secretary/Treasurer

February 17, 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

February 10, 2025

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

		Interest
General Fund Checking	\$ 141,964.55	\$ 4.38
Reserve - Apparatus & Equipment Checking	\$ 995,728.18	\$ 25.72
Reserve - Building & Repair Checking	\$ 1,523,811.66	\$ 39.36
Reserve - NFPA Checking	\$ 83,635.48	\$ 2.16
Total	\$ 2,745,139.87	\$ 71.62

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

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

Check Requests / Voucher Approval	
Checks Paid Prior to Meeting	\$ 33,542.36
Check Requests / Voucher Approval Pending	\$ 11,048.44
Outstanding Checks (Checks written but not cleared)	\$ 5,445.51
Total	\$ 50,036.31

Deposit	\$ 757,682.92	2025 Tax Levy
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Total	\$ 757,682.92
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Balance on Books (GFC)	\$ 894,201.96
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Total of Reserve Accounts on Hand	\$ 2,603,175.32
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*****Total on Hand After Checkwriting	\$ 3,486,328.84
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Review of Funds Movement
Following Account(s) need adjustments:

*****AUDIT
Scheduled for April 1st.

*****ADDITIONAL NOTES

1:38 PM

02/10/25

Accrual Basis

Guilderland Center Fire District
Checks Paid List prior to meeting
January 11 through February 10, 2025

Type	Date	Num	Name	Memo	Amount
1st Natl Bk Scotia - Checking					
Bill Pmt -Ch...	01/13/2025	5861	Doyle Security Systems	86454	-159.24
Bill Pmt -Ch...	01/13/2025	5862	Emergency Services Marketing Cor...	Install 4 of 5	-660.00
Bill Pmt -Ch...	01/13/2025	5863	Firefly	2025 Retainer	-1,475.00
Bill Pmt -Ch...	01/13/2025	5864	Firematic Supply Co., Inc	2082	-900.72
Bill Pmt -Ch...	01/13/2025	5865	Greg's Towing & Repair	Batteries/Transmission	-804.78
Bill Pmt -Ch...	01/13/2025	5866	Motorola	Multi-Unit Bank Chargers	-1,664.42
Bill Pmt -Ch...	01/13/2025	5867	New York State Insurance Fund	Workers Comp Install 8-12	-7,860.40
Bill Pmt -Ch...	01/13/2025	5868	Paiges Cleaning Service	December Cleaning	-400.00
Bill Pmt -Ch...	01/13/2025	5869	Phillips Hardware		-57.93
Bill Pmt -Ch...	01/13/2025	5870	Regal Custom Services	Monthly Service & 1 PC Install	-330.00
Bill Pmt -Ch...	01/13/2025	5871	Spectrum Enterprise-Voice	Telephone	-205.24
Bill Pmt -Ch...	01/13/2025	5872	Town of Guilderland-Property Tax	2025 Property Tax	-1,639.76
Bill Pmt -Ch...	01/13/2025	5873	VFIS	Cancer Coverage Policy Renewal	-4,915.00
Bill Pmt -Ch...	01/13/2025	5874	Vinnie's Lawn & Landscape	Snowplow Services	-875.00
Paycheck	01/13/2025	5875	Kelly S Dodge	PR 12/30/24-1/12/25	-1,241.93
Bill Pmt -Ch...	01/17/2025	5876	National Grid		-1,474.21
Bill Pmt -Ch...	01/17/2025	5877	Town of Guilderland-Highway	December 2024 Fuel	-249.77
Bill Pmt -Ch...	01/17/2025	5878	Verizon Wireless	Wireless Service 12/2/24-1/1/25	-379.90
Paycheck	01/27/2025	5879	Kelly S Dodge	PR 1/13/25-1/26/25	-1,241.93
Bill Pmt -Ch...	01/27/2025	5880	Pinsky Law Group, PLLC	2025 Retainer Fee	-3,500.00
Bill Pmt -Ch...	01/27/2025	5881	Spectrum Enterprise-Internet	Internet Service 1/12/25-2/11/25	-229.98
Liability Check	01/31/2025	EFTNY...	NYS Employment Taxes	JAN NYS PR WH TAX	-135.24
Liability Check	01/31/2025	EFTNY...	NYS Employment Taxes	2024 4th QTR NYS WH PR	-65.50
Paycheck	02/10/2025	5882	Kelly S Dodge	PR 1/27/25-2/09/25	-1,241.93
Bill Pmt -Ch...	02/10/2025	EFT012...	Citizens Bank	DECEMBER 2024 CC	-1,766.86
Liability Check	02/10/2025	EFTNY...	NYS Employment Taxes	PR 1/27/25-2/09/25	-67.62
Total 1st Natl Bk Scotia - Checking					-33,542.36
TOTAL					-33,542.36

Guilderland Center Fire District 1

Unpaid Bills Report

As of February 10, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Adirondack Pest Control, Inc.						
01/28/2025	Bill	135862	02/10/2025	0	\$38.00	\$38.00
Total for Adirondack Pest Control, Inc.					\$38.00	\$38.00
Doyle Security Systems						
02/07/2025	Bill	1771675	02/10/2025	0	\$80.85	\$80.85
Total for Doyle Security Systems					\$80.85	\$80.85
Family Danz						
02/07/2025	Bill	257260-1	02/10/2025	0	\$717.60	\$717.60
02/07/2025	Bill	501592	02/10/2025	0	\$580.00	\$580.00
Total for Family Danz					\$1,297.60	\$1,297.60
Guilderland Center Fire Department						
02/07/2025	Bill		02/10/2025	0	\$4,400.00	\$4,400.00
Total for Guilderland Center Fire Department					\$4,400.00	\$4,400.00
HR Direct/GNeil						
01/28/2025	Bill	INV17040924	02/10/2025	0	\$97.95	\$97.95
Total for HR Direct/GNeil					\$97.95	\$97.95
Matthews Sprinkler LLC						
01/28/2025	Bill	762	02/10/2025	0	\$1,857.50	\$1,857.50
Total for Matthews Sprinkler LLC					\$1,857.50	\$1,857.50
NYALGRO						
01/28/2025	Bill		02/10/2025	0	\$50.00	\$50.00
Total for NYALGRO					\$50.00	\$50.00
NYS Association of Fire Chiefs						
01/28/2025	Bill	10839	02/10/2025	0	\$500.00	\$500.00
01/28/2025	Bill		02/10/2025	0	\$315.00	\$315.00
Total for NYS Association of Fire Chiefs					\$815.00	\$815.00
Paiges Cleaning Service						
02/07/2025	Bill	1060	02/10/2025	0	\$500.00	\$500.00
Total for Paiges Cleaning Service					\$500.00	\$500.00
Phillips Hardware						
01/28/2025	Bill	368314	02/10/2025	0	\$14.98	\$14.98
Total for Phillips Hardware					\$14.98	\$14.98
Pinsky Law Group, PLLC						
09/10/2024	Vendor Credit	18475			-\$360.00	-\$360.00
Total for Pinsky Law Group, PLLC					-\$360.00	-\$360.00
Regal Custom Services						
02/07/2025	Bill	191125	02/10/2025	0	\$240.00	\$240.00
02/07/2025	Bill	191124	02/10/2025	0	\$460.00	\$460.00
Total for Regal Custom Services					\$700.00	\$700.00

Guilderland Center Fire District 1

Unpaid Bills Report

As of February 10, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Spectrum Enterprise-Voice						
02/07/2025	Bill	142626501012125	02/10/2025	0	\$171.49	\$171.49
Total for Spectrum Enterprise-Voice					\$171.49	\$171.49
The Altamont Enterprise						
02/10/2025	Bill	4983	02/10/2025	0	\$7.11	\$7.11
01/28/2025	Bill	4859	02/10/2025	0	\$11.86	\$11.86
01/28/2025	Bill	4637	02/10/2025	0	\$14.22	\$14.22
Total for The Altamont Enterprise					\$33.19	\$33.19
ULINE						
02/07/2025	Bill	188321644	02/10/2025	0	\$277.99	\$277.99
Total for ULINE					\$277.99	\$277.99
Verizon Wireless						
02/10/2025	Bill	6105028692	02/10/2025	0	\$191.89	\$191.89
Total for Verizon Wireless					\$191.89	\$191.89
Vinnie's Lawn & Landscape						
02/07/2025	Bill	5087	02/10/2025	0	\$675.00	\$675.00
Total for Vinnie's Lawn & Landscape					\$675.00	\$675.00
Workfit Medical						
01/28/2025	Bill	00188438-00	02/10/2025	0	\$207.00	\$207.00
Total for Workfit Medical					\$207.00	\$207.00
					\$11,048.44	\$11,048.44

Guilderland Center Fire Department Chief's Report February 2025

Incident Report for January 2025

<u>Call #</u>	<u>Date</u>	<u>Type</u>		<u>Signal</u>
25-1	1/1	Mutual Aid @ 359 Westwood Ct	15	
25-2	1/2	Hazardous Condition @ 791 Meadowdale		20
25-3	1/2	Mutual Aid Structure Fire @ 3023 E Old State Rd	20	
25-4	1/5	Outdoor Fire @ 5700 Rd		15
25-5	1/17	Structure Fire @ 8 School Rd		15
25-6	1/20	Structure Fire @ 2 Van Buren Blvd		15
25-7	1/25	Mutual Aid Structure Fire @ 2259 Western Ave	30	
25-8	1/26	Structure Fire @ 2 Van Buren Blvd		15
25-9	1/29	Mutual Aid @ 310 Waytoo Rd	15	
25-10	1/30	Mutual Aid @ 2500 Western Ave		15
25-11	1/31	Mutual Aid @ 103 Main St		15

Structure Fire	- 3
Outdoor Fire	- 1
Mutual Aid	- 4
Mutual Aid Structure Fire	- 2
Rescue	- 0
Hazardous Condition	- 1
Hazardous Material	- 0
Vehicle Fire	- 0
PIAA	- 0
Standby	- 0

Totals

Calls for the month of January: 11

Calls for 2025: 11

Maintenance

- **C401** - No Report
- **C402** - No Report
- **M42** -
- **S43** - No Report
- **E45** - No Report
- **E46** - No Report
- **E47** – Waiting for service for the battery indicator
- **L49** - No Report
- **Trailer** - No Report
- **ATV's** - No Report
- **UTV** - No Report
- **Station** - No Report
- **Portable Equipment** - L49's recalibrated

Training & Drill Program:

Drills for the month of February

5th - Truck night, and driver training

12th - SCBA, and Mask Confidence

19th - Pump Ops, and Hose Advancement

26th - Station Night

Personnel: No Report

Equipment and Supply Request

Apparatus Request: L49 for Firefighter 1 Class (2/12)

Fire Schools: Classes have been posted. RTB, and Rope Operations Classes are on LMS

Town Chiefs: Net meeting in March

Rural Chiefs: No Report

Grants: No Report

Other: No Report

Upcoming Events: No Report

Respectfully submitted

Chris Dvorscak

Chief