

**Glenville Fire District #7 – Commissioner’s Meeting  
Thomas Corners  
5 Airport Road, Glenville, New York 12302**

**Wednesday, January 11, 2023  
6:05 PM**

**Present:** Chairman Dale Graves, Vice Chairman Mike Sgambati, Commissioners Wayne Penn (via phone call), Edward Wierzbowski and Robert Bruce: Secretary, Terri Petricca; Treasurer Tammy Stocker; Chief Dan Vlainich and Assistant Chief Garth Riccio

**MOTION:** The minutes of the December 2022 meeting are approved.

Moved by: E. Wierzbowski  
Seconded: B. Bruce  
Ayes: Five  
Noes: None

**MOTION CARRIED**

Privilege of the floor was opened and with nobody present to speak, was closed.

### **Chief’s Report**

#### **Call Reports**

See Attached:

#### **Operational Report**

- Our current staffing level is currently at 26 Active Members which includes 4 Probationary Members and 2 Firefighters with Restrictions. I have been notified one firefighter has moved out of our District. I will be reaching out to that individual in regards to returning his pager and any other District equipment in his possession.
  - D. Vlainich reported that he has been in contact with the individual and expects to receive all district items returned this week.
- Two of our new firefighters have successfully passed their Scott AV3000HT fit test through Ellis Works.
- I have been in contact with Dr. Buff in regards to continuing to provide the District’s firefighters their initial/annual physicals through Saratoga Hospital Occupational Health. Dr. Buff believes we will also be able to utilize Saratoga Hospital Occupational Health to conduct our initial/annual fit tests as well.
  - D. Graves asked if his former office at 112 Charlton Road will still be available for physicals and D. Vlainich said it would be.
- Assistant Chief Riccio will now be responsible for all firematic training and Captain Mike Healy will be responsible for apparatus/equipment readiness.

- In addition to our biweekly apparatus inspections the Line Officers are now performing weekly inspections on their assigned apparatus. This is being done to ensure the vital equipment is in the optimal condition.
- The apparatus response will remain unchanged for 2023, we will utilize the Department's Standard Operating Procedure (SOP) 203. The expectation is that apparatus will continue to roll until the Incident Commander deems this no longer necessary. This expectation should also be utilized on EMS responses coded as "Echo".
- The Exposure Control Plan, Hazardous Communication Plan, Department Policies/Procedures and our Response Sheets have been reviewed and updated as needed. The Exposure Control Plan and Hazardous Communication Plan had minor grammatical revisions made and were reformatted. The Exposure Control Plan also had references from 1992 and 1993 removed. The plans will need to be adopted by the District.
  - T. Petricca requested that D. Vlainich make sure the changes made were based off the most recently approved policy (2022) inasmuch as the document submitted was not in the district approved format. Once that has been done, the Commissioners can then review it.
- We have received a \$1,500 grant from the New York State Department of Environmental Conservation (DEC) towards the purchase of clothing and boots for wildland firefighting. The District will have to spend \$3,000 in order to receive the \$1,500 grant money. The grant money must be used by the year 2025. I will be reaching out to our regional DEC office to determine if the grant can be used toward our normal turnout gear as that is what we utilize when responding to fires in our urban wildland interface throughout our District.

### **Equipment Report**

- The Cutters Edge roof ventilation saw was found to have a clutch brake issue. The saw was brought to Burnt Hills Hardware however they will not be able to repair the saw. Captain Mike Healy and Assistant Chief Riccio are looking into alternative vendors to have the saw repaired.
  - G. Riccio reported that he took the saw to D&L Tree service. They will look at it and get back to us with an estimate.
- 278 had an oil change performed by the Town of Glenville Highway Department in December.
- One of our A-Frame barricades was damaged during an emergency incident on January 5th, 2023. A vehicle had run over the barricade which was blocking the road (see attached photos). The barricade has been disposed of.

### **Medical Leave**

- Two firefighters are out on medical, non-firematic related.

## Topic(s) of Discussion

- Some of the Thomas Corners Fire Department Policies in some instances parts of the Glenville Fire District #7 Policies. I would like to work with one of the Commissioners to incorporate the Department Policies into the District Policies. This will help limit any duplication or confusion as to which policies, procedures, guidelines dictate the different parts of our business.
- I am asking the District to look into hiring a grant writer. There are many opportunities for the District to supplement the budget through the use of various grants. A grant writer would be able to help the District secure funding for larger purchases such as our prospective SCBA replacement. If there is a lack of interest in hiring a grant writer, I suggest having a Commissioner responsible for exploring and writing grants.

## Requests

Qty.	Description	Vendor Cost	Line Item
1	Standalone coat rack for the Chief's Office	Amazon \$69.99	A3410.480 Miscellaneous Expense
2	Box of Pilot Better Retractable Fine Pens	Amazon \$40.25	A3410.483 Office Supplies
1	Epson Workforce ES-60W Wireless Portable Scanner <ul style="list-style-type: none"> <li>• Discussion followed use of the new copier/scanner in the hallway. D. Vlainich said the machine's software doesn't support scanning. D. Graves said he would have it looked at. W. Penn said he supports this purchase as it would reduce the possibility of lost paperwork if a scanner was in the radio room.</li> </ul>	Amazon \$119.98	A3410.483 Office Supplies
10 Amended to 4	Retractable Traffic Cone Bar <ul style="list-style-type: none"> <li>• Discussion followed on the likelihood that these bars will not be retrieved after a call. E. Wierzbowski suggested getting 4 as a trial. If it works out and more are needed, they can be purchased at a later</li> </ul>	Traffic Safety Warehouse \$149.50	A3410.205 Rescue Equipment

time. It was agreed to amend this request to 4 cone bars.

2	Scott AV3000HT facepiece size small	MES \$740.00	A3410.204 Protective Clothing
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\*Quotes attached to this report

**MOTION:** To approve the purchase of:

- 1 stand alone coat rack at a cost of \$69.99 from code .480
- 2 boxes of Pilot better retractable (ultra) fine pens at a cost of \$40.25 from code .483
- 1 Epson workforce ES-60W wireless portable scanner at a cost of \$119.98 from code .483
- 4 retractable traffic cone bars at a cost of \$14.95/ea from code .205
- 2 Scott AV3000HT facepiece, size small at a cost of \$740 from code .204

Moved by: W. Penn

Seconded: B. Bruce

Ayes: Five

Noes: None

**MOTION CARRIED**

## **COMMITTEE REPORTS**

### **Boundaries**

No Report

### **Equipment**

M. Sgambati

- 11 bottles are at end of life in March and April. A list will be provided to the Chiefs so as they come up, they can be removed. The next batch (18 bottles) will expire in about 2 years. This will be considered when preparing future budgets.

### **Apparatus**

D. Graves

- 270 and 276 were serviced and inspected by the TOGDPW. No issues were found.
- 270 has some rust under the door panel that we should keep an eye on. No action to be taken at this time.

W. Penn

- Radio connection on 276 was repaired again. This repair was a different spot than the last one.

B. Bruce

- Handed out an information page from Premier Fire Apparatus as an alternate for vehicle repairs, maintenance, and service. This was reviewed and it was decided to leave everything as it is.

### **Building & Grounds**

B. Bruce

- Apparatus door repair was done, and we are waiting for a bill. B. Bruce said he's called them for it. He said he's also waiting for an estimate for some other repairs. A discussion followed on alternative methods to make the repair and stop the cold air from getting in. Other companies were also mentioned, and B. Bruce will contact them.

D. Graves

- 4 bags of salt were added to the softener. We can expect to add salt every 5 months or so.
- 30 Fobs were received at a cost of \$240.
- Price for the door stop for the meeting room door is \$500

**MOTION:** To approve the purchase of a door stop for the meeting room door at a cost of \$500 from code .401.

Moved by: D. Graves

Seconded: M. Sgambati

Ayes: Five

Noes: None

**MOTION CARRIED**

- Building use requests received:
  - Red Cross: 3/25 & 5/20 8AM-4PM
  - Knolls Lab: 2/6 – 2/10 6AM-4:30PM. A company member will be in the building while they are here.
  - PBA: 1/9, 4/10, 7/20, 11/13 & 12/11, 6PM-8PM

**MOTION:** To approve the building use requests from the Red Cross, Knolls Lab and the PBA as submitted.

Moved by: E. Wierzbowski

Seconded: M. Sgambati

Ayes: Five

Noes: None

**MOTION CARRIED**

### **Old Business**

None

## New Business

### E. Wierzbowski

- Would like to explore options to clean apparatus of water spots and soap deposits. The membership is looking to take pride in the appearance of the apparatus. A discussion followed regarding whether or not soft water is available in the apparatus room for vehicle washing. W. Penn believes soft water is available from the sink in the de-con room. Running a hose from this was suggested. Whether or not soft water would help reduce/eliminate the water spots was also discussed. D. Graves and M. Sgambati said they were both told that use of soft water would not prevent spotting on the apparatus. G. Riccio said he would ask Extreme Detail for a quote to remove water spots and wax the apparatus.

### W. Penn

- 6 oxygen bottles are at Air Gas to be filled. These are no longer filled at their Fr. Br. Rd. site. They are sent to Albany.
- W. Penn will not be here for the February meeting.

### D. Vlainich

- He is looking to update the AV system in the meeting room. D. Graves suggested he get some ideas together along with some pricing.

### D. Graves

- B. Bruce and E. Wierzbowski need to attend Commissioner training. They've both agreed to attend a session on March 4<sup>th</sup>.
- B. Bruce and E. Wierzbowski will need to go to First National Bank to obtain a district credit card if they wish.
- There is no interest from area fire departments in purchasing our old chief's vehicles. He would like to have an agreement to move forward with Collar City Auctions so when a delivery date for the new vehicles is received, we can put the old vehicles online for sale. E. Wierzbowski asked about holding off selling the old vehicles until the new vehicles are actually received. He also asked about Collar City's policies and if a reserve will be established. If so, what is it. It was agreed to hold off on approving the sale through Collar City until D. Graves received more information from them.
- Fit Service was here to inspect our exercise equipment per our service contract. Fee for the contract is \$240.
- A new district phone for Assist. Chief Riccio has been ordered.
- As a show of thanks from the district, Past Chief Tim Graves will be presented with a job shirt.

## **Finances**

T. Stocker

- Review of budget for 2022 - budgeted vs actual
- Reviewed line item discrepancies and necessary transfers to be made.

**MOTION:** To authorize the treasurer to make all necessary budget transfers to balance individual code accounts.

Moved by: E. Wierzbowski

Seconded: M. Sgambati

Ayes: Five

Noes: None

**MOTION CARRIED**

**MOTION:** To approve payment of vouchers 326-330 for 2022 expenses in the amount of \$7,168.04 and vouchers 1 – 21 for 2023 expenses in the amount of \$4,351.34 for a total of \$11,519.38,

Moved by: D. Graves

Seconded: M. Sgambati

Ayes: Five

Noes: None

**MOTION CARRIED**

With no further business to conduct the meeting was adjourned at 7:30 PM.

Respectfully submitted

Terri Petricca