

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

**Wednesday, July 12, 2023
6:00 PM**

Present: Chairman Dale Graves, Vice Chairman Mike Sgambati, Commissioners Wayne Penn, Edward Wierzbowski and Robert Bruce, Secretary, Terri Petricca; Treasurer Tammy Stocker; Chief Dan Vlainich and Lt. Tom Green

MOTION: The minutes of the June 14, 2023 meeting are approved.

Moved by: W. Penn
Seconded: M. Sgambati
Ayes: Five
Noes: None

MOTION CARRIED

MOTION: The minutes of the July 9, 2023 special meeting are approved.

Moved by: W. Penn
Seconded: M. Sgambati
Ayes: Five
Noes: None

MOTION CARRIED

MOTION: The Commissioners believe it to be in the best interests of the members of the Thomas Corners Fire Department and the residents of Glenville District 7 to periodically review and update all policies and procedures of the Thomas Corners Fire Department. It is also the belief of the Commissioners that no one person should be responsible for making revisions, deleting or creating new policies without input from other qualified persons. Therefore, the following Policy Committee policy will be effective immediately:

POLICY COMMITTEE:

Purpose:

To provide a means of review and adoption of policies, procedures, and guidelines for the effective operation of the Thomas Corners Fire Department.

Policy:

- The committee shall consist of three (3) members as follows;
 - a commissioner of Fire District #7
 - the chief of the department
 - an active member of the fire department that is not an officer or commissioner, preferably with working knowledge of fire department operations.

- The committee will review policies and procedures scheduled for revision as well as newly produced documents.
- The committee may make suggestions as necessary to wording and content of said policies and procedures in preparation for Board of Fire Commissioners approval.
- NO policies, procedures, or guidelines may be adopted without review by the Policy Committee and subsequent approval by the Board of Fire Commissioners.

Moved by: W. Penn
 Seconded: E. Wierzbowski
 Ayes: Five
 Noes: None

MOTION CARRIED

MOTION: The Commissioners have had the opportunity to review the most recent policy and procedures that were updated by the Chief in late 2022, early 2023 and they have also conferred with the district's attorney. Additionally, they have created a Policy Committee to further review all company policies and procedures. Therefore, the 2009 policies that were reverted to at the June meeting are rescinded. The 2023 policies are to become effective immediately with the understanding that they all must be presented to the Policy Committee for review and subsequently presented to the Board of Commissioners for approval with the exception of Policy 108 and Standard Operating Procedure 220, both with revision dates of 7/12/23 and a Policy Committee review date of 7/12/23, which are approved by the Commissioners tonight.

Moved by: D. Graves
 Seconded: W. Penn
 Ayes: Five
 Noes: None

MOTION CARRIED

Privilege of the floor was opened.

Dan Vlainich submitted a written letter which he read aloud. Although D. Vlainich is the Chief of TCFD he stated that at this time he is speaking as a resident of the district residing at 274 Swaggertown Road. In part his letter states that he'd like to know how another non-firematic district resident obtained TCFD policies and procedures. If it was through a formal request. Additionally, he would like to know why the 2023 policies were suspended based on a concern from a non-firematic resident.

W. Penn explained that the non-firematic resident happened to be a career firefighter and inactive TCFD member that was concerned with verbiage used in some of the policies. This was brought up during a discussion after a drill or truck check with some TCFD members that were recently suspended by the Chief for training matters they claimed they were unaware of. W. Penn said he brought in the policies as a means to defuse the situation. He then discovered the verbiage was enough to get his attention too. It isn't believed that the policies are confidential material and there isn't a policy on who can obtain a copy of them. T. Petricca stated she believes the policies are not confidential and any person could obtain a copy of them. D. Vlainich said he doesn't think they belong in the backroom of the department where anyone can view or copy them. D. Vlainich asked if any individual could question anything, and would the

district take the same action as they did. E. Wierzbowski replied that there may have been a better option, maybe not. The concerns were raised, and the Commissioners had enough of a concern to ask questions. However, the chief wasn't at the meeting to answer any of them, and the Assistant Chief wasn't forthcoming with his answers. The Board had enough of a concern to act and unfortunately, they had to operate in a vacuum. We looked for the last approved policy book and found one from 2009. If we had the 2022 versions available, we might have used that one instead.

With no further discussion, the privilege of the floor was closed at 6:24 PM.

Chief's Report

Lt. Tom Green was present to discuss the eCPR program. He explained that the goal is to get rid of the EMS Charts and start using the free version of eCPR. He presented an approval form for the Commissioners signature for eCPR. W. Penn signed it. E. Wierzbowski asked about the outstanding sheets? Will they be inputted in the new program. T. Green wasn't sure but will continue working with R. Conley on it.

MOTION: To accept the eCPR program and begin using it as soon as possible and phase out the EMSChart program at the end of the contract.

Moved by: M. Sgambati

Seconded: W. Penn

Ayes: Five

Noes: None

MOTION CARRIED

Calls

June 1st, 2023 - June 30th, 2023 Call Report

Incident Type	Number of Incidents	Total
Hours		
Alarm of Fire	13	492
Mutual Aid Fire	7	308
Mutual Aid Standby	1	1.5
Hazardous Condition	1	0.8
MVA	4	61
Emergency Medical Service (EMS)	58	4,283

No Response 0	1
Total 5,146.3	85

Drill/Truck Check Schedule

Topic	Date
Drill - Back to Basics (Hydrants, Radios, Hose Lays, Scene Size-Up)	7/11/23 & 7/14/23
Truck Check	7/18/23 & 7/21/23
Drill - Pump Operator Requal.	7/25/23 & 7/28/23

Personnel

Our current staffing level is currently at 27 Active Firefighters which includes 2 Probationary Firefighters and 1 Firefighter with Restrictions.

One Firefighter out on non-firematic related medical leave.

One Firefighter has completed BEFO, 2 Firefighters have completed IFO, 1 Firefighter working on completing IFO (needs to retake final exam).

One prospective Firefighter with Restrictions.

One Probationary Firefighter has notified the Chief he does not have the time to dedicate to the Department and will be submitting a letter of resignation. The Chief will be meeting with the individual to retrieve all District equipment.

Operational Report

Chief Vlainich sent a copy of all the Department Policies and Standard Operating Procedures (SOPs) as requested to the District Secretary. It is the Chief's understanding that there was a concerned resident who attended the monthly District Commissioner Meeting on June 14th, 2023 and expressed that the changes made by the Chief to the Department Policies

and SOPs were bringing a liability to the District as they are written. It is also the Chief's understanding that the Glenville Fire District #7 Board of Fire Commissioners voted to suspend the 2023 Department Policies and SOPs until they can be fully reviewed by the District Lawyer and to utilize the 2009 version of these items which were named Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs).

Chief Vlainich issued a letter to the Board of Fire Commissioners in regards to this matter and how he plans to proceed forward until the matter is resolved. See attached letter to this report.

Chief Vlainich briefed the Thomas Corners Fire Company that the Department Policy 108 "Training Qualifications" is currently being reviewed along with other Policies and Procedures by the Board of Fire Commissioners after some liability concerns were brought to the District. The Chief specifically briefed the Company on Department Policy 108 as the Company's Constitution references the Policy and communicated that if/or when changes occur, the Company would be advised.

We responded to several mutual aid structure fires in Scotia, Alplaus and East Glenville during the month of June. We supported the IFO class on June 17th.

We took part in a standby assignment for the Scotia fireworks display on June 30th at Jumpin' Jack's.

The Chief held an Officer's Meeting on Monday, July 10th, 2023. All Officers were in attendance with the exception of Assistant Chief.

The Assistant Chief has been advised of the District Policy that if a Chief is away for an extended period of time (i.e. more than 72 hours) the assigned vehicle must be left at the Thomas Corners Fire Station for servicing and security. The Chief said he was unaware the assistant would be away on vacation. B. Bruce said they need to let each other know when they'll be away. There was some discussion as to whether or not the assistant chief's vehicle should be parked at the station now. The Chief said he handled the situation and feels comfortable with the outcome. D. Graves reminded the Chief that his vehicle is not to be used for his personal business. D. Vlainich said he doesn't use it for that purpose.

Equipment Report

T-2775 has had new wipers installed and E-2723 had a new window handle installed by the Officers, receipts from NAPA were submitted to the District.

E-2724 is running better than before however it has been noted by several Apparatus Operators that the apparatus still has an intermittent issue when under load.

Car 279 went to the Town of Glenville Highway Department for an oil change, to have the rear brakes and exhaust leak looked at. The apparatus was also inspected at this time. The rear brakes have rust on the rotors causing noise and the exhaust flex pipe is broken. The Supervisor at the Highway Department advised he had let the District know and is awaiting further direction.

2 SCBA regulators were repaired by MES.

Following the fit test several firefighters' SCBA mask sizes changed. We were able to accommodate the majority of the six changes however we are still short on size small masks, please see requests.

Topic(s) of Discussion/Outstanding Items

Chief Vlainich is inquiring about the Chief vehicles approved for purchase at the end of 2022.

We would like to start the process of obtaining a quote for 5 new sets of gear for our firefighters, 2 of which are in IFO currently. The Chief will obtain the quote.

Chief Vlainich is requesting the District look into replacing a fire suppression apparatus. Per NFPA 1901 any engine 20 years old should become a reserve or backup engine and any engine greater than 25 years old should be removed from service. There is an exceedingly long wait time on new apparatus which has been verified through our neighboring Districts. The Chief is suggesting an exploratory committee be established to spec a new apparatus and that the District look into budgeting and funding options.

The Chief said he's been made aware of a request from Trustco Bank on Freemans Bridge/Sarnowski Dr to host a fireworks display next July. He has spoken with the Town Clerk to voice his concerns as this is a residential area. He's hoping to take part in any meeting they may have.

Requests

Qty	Description Potential Supplier	Not to Exceed	Line Item
2	Scott AV3000HT	facepiece size small MES \$400.00 Each	A3410.204 Protective Clothing
2	PIG® Oil-Only Absorbent Mat Pad MAT423 – Lightweight15" x 20"200 pads	Grainger \$150.00 Per Bag	A3410.205 Rescue Equipment

2	PIG® Oil-Only Absorbent Boom BOM405 – 5" x 10'Each absorbs up to 6 gal.4 booms PIG® HazMat Chemical Absorbent Mat Pad MAT301 – Heavyweight15" x 20"100 pads	Grainger \$150.00 Per Bag Grainger \$150.00 Per Bag	A3410.205 Rescue Equipment A3410.205 Rescue Equipment
	1		

COMMITTEE REPORTS

Boundaries

B. Bruce:

- Boundary signs. He will work with the Glenville DPW regarding this topic.

Equipment

W. Penn

- Received 6 cases of water and Gatorade.

D. Vlainich mentioned we are out of purified water.

D. Graves asked if the chief made drill sheets. The chief said he did. D. Graves said he thinks the chief should go back to using truck check sheets. The chief said he's working on a form.

M. Sgambati

- 3 packs repaired \$532.31. The chief was requested to address the issue of them getting caught in the doors with the membership. These are expensive repairs to make on a regular basis. The chief said he will do so again.
- Hose test is scheduled for Aug. 5th. We need someone here.
- The gas meter needed to be replaced.

Apparatus

D. Graves

- 9 - went to the TOGDPW for service and oil change
- 0 – repaired rear light and assembly
- 4 – TOGDPW repaired pump drain

- 5 – reminded the chief that when the engine light comes on not to run it. Keep an eye on the accelerator pedal as it may be something in the ignition.
- Pump test is scheduled for July 30th at 8 AM. We need someone here.
- Ladder test – no date yet. Still waiting to here from them.
- Chief's vehicles – Changes are in and we're still waiting to hear something. There is still a big backlog.

Building & Grounds

E. Wierzbowski

- Lappi Blacktop was here last month to look at the potholes along the entrances. They provided a quote to cut the material out, excavate and blacktop at a cost of \$1,800.

MOTION: To accept the quote for repairs to the entrances from Lappi at a cost not to exceed \$1,800.

Moved by: E. Wierzbowski

Seconded: W. Penn

Ayes: Five

Noes: None

MOTION CARRIED

W. Penn:

- V. Gramuglia is working with a company to remove the oil and grease stains, repair the cracks and reseal the apparatus bay floor. Quotes will be received.

B. Bruce

- Received a quote to install new door sweeps from Phillips Locksmith. \$467 for materials and \$800 labor.

MOTION: To authorize Phillips Locksmith to install new door sweeps on all doors at a cost not to exceed \$1,300.

Moved by: B. Bruce

Seconded: W. Penn

Ayes: Five

Noes: None

MOTION CARRIED

- Met with H2O solutions for a service call. 5 bags of salt were added, and the injector was replaced. Repair cost was \$174.85. He doesn't believe the annual service contract is needed. D. Graves said he disagrees and thinks we should have it.
- East Coast Sealcoat was here and provided a quote of \$1,500 to fill all the cracks in the parking lot blacktop. Attempted to obtain a second quote however the company never returned the call.

MOTION; To accept the quote from East Coast to repair cracks 1/4inch or larger at a cost not to exceed \$1,500.

Moved by: B. Bruce

Seconded: E. Wierzbowski

Ayes: Five
Noes: None

MOTION CARRIED

- B. Bruce is still working on the concrete repair quotes.

Old Business

None

New Business

B. Bruce

- Building use request received

MOTION: To authorize the building use request from Patty Murray for blood drives on 9/16 11AM-5:30PM and 12/22 8AM-3PM.

Moved by: B. Bruce

Seconded: M. Sgambati

Ayes: Five

Noes: None

MOTION CARRIED

D. Graves

- Invoices received
 - Ellis, fit tests \$440
 - VFIS, \$3,090. This bill was originally sent to Glenville Hill FD, and paid, in error
 - Fleury Risk Mgt. \$3,621.80

MOTION: Authorization to renew a 5 user license for Microsoft Office 365 at a cost not to exceed \$110.

Moved by: D. Graves

Seconded: B. Bruce

Ayes: Five

Noes: None

MOTION CARRIED

E. Wierzbowski

- Believes the company should be responsible for the new AV equipment. The bill for moving their information from the old system to the new should go to them.

Finances

T. Stocker

June 15, 2023 - July 12, 2023

2023 Budget Expenditures

July 2023 abstract in sum of \$21,583.03 for vouchers 178-2023 to 201-2023, resolution below. YTD Actual vs Budget attached. Total spent to date is \$273,292.31 or 40.2% of the budget. Trial Balance attached to show books are in balance.

Four budget lines are over and require budgetary transfers

Cash receipts

Banking

Received check in sum of \$20,000 from Schenectady County. Commissioners need to determine how they would like to utilize the money. It was decided to put this for new gear purchases. The PPE line will be increased.

o Accounts have been reconciled with the bank.

Annual District Audit

o Audit has been submitted and received by New York State Office of State Comptroller. In the audit report page 5, you should note Excess of Revenue over Expenditures in the sum of \$169,466. With the recent allocation of Reserves for the purchase of the chief vehicles, I would suggest allocating some or all of this to that Reserve fund. D. Graves suggested putting this towards the new furnaces. It was decided to leave it for now until more figures are obtained for the furnaces.

MOTION: Now therefore be it resolved that the commissioners of Glenville Fire District No. 7 hereby authorize the district treasurer to issue payment for vouchers 178-2023 through 201-2023 in the sum of \$21,583.03; and Be if further resolved that the commissioners of Glenville Fire District No. 7 hereby authorize the district treasurer to transfer funds from Savings 0220 to the Now Checking 0215 in the sum of \$17,000.

Moved by: W. Penn

Seconded: M. Sgambati

Ayes: Five

Noes: None

MOTION CARRIED

MOTION: Now therefore be it resolved that the commissioners of Glenville Fire District No. 7 hereby authorized the District Treasurer to make the following budgetary transfers to make all budget lines whole.

A3410.404 Contracts - \$2090.58

Transfer from A3410.402 Utilities

A3410.446 Physicals - \$440.00

Transfer from A3410.442 Firefighter conference/training

o A3410.485 Medical/EMS Supplies - \$1343.94

Transfer from A3410.481 Computer Items

A9040.800 Service Award Program - \$34.37

"

Transfer from A3410.490 Insurance

Moved by: M. Sgambati

Seconded: E. Wierzbowski

Ayes: Five

Noes: None

MOTION CARRIED

With no further business to conduct the meeting was adjourned at 8:11 PM.

Respectfully submitted

Terri Petricca