

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

**Wednesday, March 11, 2026
6:00 PM**

Present: Chairman Dale Graves, Vice Chairman Mike Sgambati, Commissioners Wayne Penn, Edward Wierzbowski and Rick Conley; Secretary, Terri Petricca; Treasurer Tammy Stocker; Chief Bob Job and Assistant Chief Mike Healy

MOTION: The minutes of the February 11, 2026 meeting are approved.

Moved by: W. Penn

Seconded: R. Conley

Ayes: D. Graves, M. Sgambati, W. Penn, E. Wierzbowski, R. Conley

Noes: None

MOTION CARRIED

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

Chief’s Report

Chief Job:

- -69 Total calls (54 EMS, 4 fire alarms, 1 chimney fire, 4 MVA, 1 wires, 2 standby)
- -Pump ops state course likely to be held at TCFD. No date set yet.
- -275 Serviced and back in service
- -Requesting to use 2724 for BEFO class on 3/19 @ 1800

MOTION: To authorize the use of 2724 for a BEFO class at Rotterdam on 3/19/26 beginning at 1800.

Moved by: M. Sgambati

Seconded: R. Conley

Ayes: D. Graves, M. Sgambati, W. Penn, E. Wierzbowski, R. Conley

Noes: None

MOTION CARRIED

- 1 on medical leave.
- 1 anticipated medical leave later in March.
- 1 member has been medically cleared.
- Don Steciak has been appointed as EMS Captain
- Megan Andrews has been appointed as EMS Lieutenant

- Requesting 5 new pagers (\$846.24/ea) quotes provided to the Commissioners.
 - East Coast \$4,231.20
 - A-1 \$4,266

- Past purchases have been made from A-1 and they've proven to be a good, reliable company to work with. They are also local. Therefore, should anything need to be repaired or shipped back, the district would have a local representative to work with, saving on time and money for potential shipping costs. The Chief's prefer A-1 for these reasons.

MOTION: After a review of the two quotes received and discussions with the Chiefs, it's been determined that A-1 Communications offers the best service due to their local representatives, which will save time and money with any potential assistance, repairs and or replacements. In addition, past purchases and communications with A-1 have been very timely and successful. Therefore, the Board of Commissioners authorizes the purchase of 5 new pagers from A-1 Communications at a cost not to exceed \$4,266 from account .201.

Moved by: M. Sgambati

Seconded: W. Penn

Ayes: D. Graves, M. Sgambati, W. Penn, E. Wierzbowski, R. Conley

Noes: None

MOTION CARRIED

- -Request Mike Healy cell phone reimbursement for 2025
 - T. Stocker mentioned that the books for 2025 were closed in February, so this payment will have to be made from the 2026 funds if the BOC's approves it.

MOTION: Whereas the board of commissioners have an approved cell phone policy, the Commissioner of Glenville Fire District No. 7 authorizes the District Treasurer to reimburse the Assistant Chief for his 2025 cell phone at a rate not to exceed the state contract rate pending receipt of paid bills.

Moved by: W. Penn

Seconded: M. Sgambati

Ayes: D. Graves, M. Sgambati, W. Penn, E. Wierzbowski, R. Conley

Noes: None

MOTION CARRIED

- -Update for Dan Parisi's turnout gear name plate
 - D. Graves reported that it has been ordered.
- -Request shield w name for Dan Parisi

MOTION: To authorize the purchase of a shield with name for Dan Parisi at a cost not to exceed \$90.

Moved by: W. Penn

Seconded: M. Sgambati

Ayes: D. Graves, M. Sgambati, W. Penn, E. Wierzbowski, R. Conley

Noes: None

MOTION CARRIED

- -Request \$40 for Dan Parisi BEFO course.

MOTION: To authorize the reimbursement of \$40 to Dan Parisi for expenses incurred for the BEFO course he attended upon receipt of a paid bill.

Moved by: W. Penn

Seconded: R. Conley

Ayes: D. Graves, M. Sgambati, W. Penn, E. Wierzbowski, R. Conley

Noes: None

MOTION CARRIED

- Chief Job asked if the new apartment buildings on Dutch Meadows Lane are District 7 or Scotia's.
 - T. Stocker recently noticed the Town Assessor's records show that both 457 & 557 Dutch Meadows are split 50/50 with Scotia FD. According to county maps, 557 is completely in FD7 and 457 shows the boundary line going through the building. The Assessor will make the following amendments; 457 Dutch Meadows will be 19% FD7 and 557 Dutch Meadows will be 100% FD7.
 - R. Conley mentioned that he recalled some talk about the line splitting the building in the past but isn't aware of any formal agreement with Scotia. This should be looked into.
- E. Wierzbowski asked Chief Job why he uses lights without the siren when responding to calls. Chief Job said that he doesn't. E. Wierzbowski disputed that at which Chief Job clarified that he turns the siren off when going by the horse farm so the horses don't get spooked. E. Wierzbowski stated that all V & T laws need to be followed and asked R. Conley (former GPD) his opinion. R. Conley said he believes what the Chief has done is technically ok as long as he's not crossing the yellow line. E. Wierzbowski said he believes whenever lights are used, the sirens need to be used as well.

COMMITTEE REPORTS

Boundaries

- R. Conley asked if we can get new/updated maps showing the district boundary lines. T. Stocker will check with Mark Storti at the County on this.

Equipment

- W. Penn received a quote from Cardiac Life to replace the defibrillators that are nearing end of life. They are offering a trade in allowance of \$25 per unit thru March 31st. The cost for 4 new units, after the allowance, would be \$6,551 or \$3,282 for 2 units. The new units would be G-5's and will be in the same family as our remaining units. The current units are 16 years old and the availability of pads for them will soon be an issue.
 - R. Conley suggested checking state contract for pricing.

- W. Sgambati reported that the RFP for air bottles went out and one proposal was received. That proposal is from Dival for 15 bottles at a cost of \$15,735.

MOTION: After sending out an RFP for air bottles and having received one proposal back the Board of Fire Commissioners authorizes the purchase of 15 air bottles from Dival at a cost not to exceed \$15,735.

Moved by: M. Sgambati

Seconded: W. Penn

Ayes: D. Graves, M. Sgambati, W. Penn, E. Wierzbowski, R. Conley

Noes: None

MOTION CARRIED

Apparatus

E. Wierzbowski:

- 2723: is all set and the invoice has been adjusted.
- 2775: Email sent to the commissioners with a list of items that Firematic says needs to be done to 2775. All the items from the ladder service have been done. A discussion was held regarding the remaining items. R. Conley suggested checking with DPW to see what they can handle.
- 2774: Email received today from Firematic for items to be done with no amount. He is waiting for that figure to be received.
- 270: rust was found. Estimate to fix is \$2,324.89 A discussion was held regarding this vehicle. It's a 2012 and probably should be considered for replacement. R. Conley suggests forming a committee to determine what type of vehicle best suits our needs then move on to specs and pricing.

MOTION: The Board of Commissioners authorizes R. Conley to form a committee for the purpose of replacing 270.

Moved by: R. Conley

Seconded: W. Penn

Ayes: D. Graves, M. Sgambati, W. Penn, E. Wierzbowski, R. Conley

Noes: None

MOTION CARRIED

- Had a conversation with Ballston Lake regarding their pumper. They are leaning towards selling it but aren't quite there yet. In meantime, E. Wierzbowski will get in touch with Rosenbauer to get a cost of the pumper brand new so we have something to work with when Ballston Lake is ready to sell.

Building & Grounds

Building Use Requests:

MOTION To authorize the use of the meeting room for Town Chiefs meeting on March 26th from 5-9PM.

Moved by: E. Wierzbowski

Seconded: W Penn

Ayes: D. Graves, M. Sgambati, W. Penn, E. Wierzbowski, R. Conley

Noes: None

MOTION CARRIED

MOTION To authorize the use of the meeting room for Tiny Town Day Care's graduation ceremony on June 18th from 4-6PM

Moved by: W. Penn

Seconded: R. Conlley

Ayes: D. Graves, M. Sgambati, W. Penn, E. Wierzbowski, R. Conley

Noes: None

MOTION CARRIED

R. Conley

- will schedule the servicing on the equipment in the fitness room

E. Wierzbowski

- reported that he had another conversation with the snowplow contractor regarding the need to be timely to plow and the conditions being left after plowing
- men's room shower not repaired yet but he hopes to get to it soon.
- Looking to vent the dryer out the back wall as it's currently not vented at all. It was agreed that this should be done.

Old Business

D. Graves:

- Received a letter from Phillips Locksmith stating that his software is proprietary. This satisfies the procurement policy requirement.

MOTION: To authorize the installation of new key fob readers on all doors, software and purchase new key fobs from Phillips Locksmith at a cost not to exceed \$9,727 from account .208.

Moved by: W. Penn

Seconded: R. Conley

Ayes: D. Graves, M. Sgambati, W. Penn, E. Wierzbowski, R. Conley

Noes: None

MOTION CARRIED

New Business

D. Graves:

- Attended commissioners training class
- Reported that he, M. Sgambati, W. Penn and R. Conley completed the cyber security course required by NYS. T. Petricca had previously completed it in January.

W. Penn:

- Met with Repeat Business regarding the copier. They suggest budgeting for a new copier before our current machine is obsolete. They also do phones, so this is something we may want to look into.
- Presented a letter from Dylan Harris requesting financial assistance with the purchase of clothing for company members. This letter is attached to these minutes for reference. This letter is addressed to the company, however, the company told D. Harris to present it to the district.
 - The commissioners read the letter and discussed it. They mentioned that a few years ago membership received Class B uniforms, however many newer members do not have this uniform. The company should really be looking to match those Class B uniforms rather than piecemealing in the job shirt, polo shirt and sweatshirt requested. The commissioners suggest that D. Harris go back to the company with a request inasmuch as the use if for company functions.

R. Conley:

- We need to look and find out where our site licenses are and how many we actually have.
- Spoke about the need for a shared calendar, possibly on the website so membership and other can see what's going on.
- Spoke about emails addresses for commissioners, staff, chiefs, etc rather than using personal email addresses.

Policies:

- M. Healy updated the Haz Com and Exposure Control policies.
 - R. Conley suggested eliminating names and just using titles. He has looked into this, and it seems as if there's no reason we can't do it. This would save us having to update the policies every year. T. Petricca will make the changes and send it to the Policy Review Committee for their recommendation to the Board.
- W. Penn said he reviewed the policies and has a few recommended changes. He will pass them on to the Policy Review Committee for consideration.

Finances

Banking

Cash Receipts:

- None

Bank statements received & reconciled. Balances as of 2/27/26

- FNB – Now Checking \$9655.21
- NYClass – General fund \$1,116,899.59; Firematic Reserve \$231,580.59, Building Reserve \$242,598.78
- Interest earned for March 2026: \$4,190.85

2025 Budget + AFR

- The Annual Financial Report was filed on 2/22/26 with the NYS Comptroller's office.
- Unrestricted fund balance is currently \$320,282.21. Fund Balance Policy allows 10-15 percent of budget. The 2026 Budget is \$733,804. 10% = \$73,380.40, 15% = \$110,070.60. I recommend keeping the 15% with the possible equipment repair work needed. This would result in a transfer of \$210,211.61 to Firematic Reserve.

MOTION: Now therefore be it resolved that the commissioners of Glenville Fire District No. 7 hereby authorize the district treasurer to transfer \$210,211.61 from unrestricted fund balance to restricted fund balance:

Moved by: M. Sgambati

Seconded: R. Conley

Ayes: D. Graves, M. Sgambati, W. Penn, E. Wierzbowski, R. Conley

Noes: None

MOTION CARRIED

Firematic Reserve Annual Audit

- Annual audit is scheduled for Monday, April 20, 2026. Auditor likes to speak with a commissioner therefore if someone could stop by in the morning it would be greatly appreciated.

Policies: Investment Policy

MOTION: Whereas the board of commissioners adopted an Investment Policy in August 2022; Whereas at their July 10, 2024 the commissioners authorized participation with NYCLASS program; Now therefore be it resolved that the Board of Fire Commissioners hereby amends the Investment Policy, Designation of Depositories to include New York Cooperative Liquid Assets Securities System (NYCLASS).

Moved by: E. Wierzbowski

Seconded: W. Penn

Ayes: D. Graves, M. Sgambati, W. Penn, E. Wierzbowski, R. Conley

Noes: None

MOTION CARRIED

Abstract of Claims

MOTION: Now therefore be it resolved that the commissioners of Glenville Fire District No. 7 hereby approve the March 11, 2026 abstract of claims, and direct the district treasurer to issue payment for vouchers 054-2026 through 080-2026 in the sum of \$19,644.05.

Moved by: W. Penn

Seconded: R. Conley

Ayes: D. Graves, M. Sgambati, W. Penn, E. Wierzbowski, R. Conley

Noes: None

MOTION CARRIED

T. Stocker spoke about use of credit cards. Credit cards should not be used for normal purchases but rather used for emergencies.

Purchasing

Board approved, not yet billed

- 11.12.25: 2775 - \$6334 +/-
- 11.12.25: 2724 - \$3195 +/-
- 1.13.26: FF1 books x3 - \$300
- 2.11.26: 5 pagers - \$5000
- 2.11.26: 12 safety vests - \$300 – see 2/21/26 email
- 2.11.26: hydrant platform mtl's - \$200
- 2.11.26: computers - \$2100

With no further business to conduct the meeting was adjourned at 8:06 PM.

Respectfully submitted

Terri Petricca

Dear Members of the Executive Board,

I am writing to request approval for company-paid uniform apparel for eligible members/employees, specifically polos, job shirts, and sweatshirts. Providing standardized, organization-funded apparel will help promote professionalism, consistency, and fairness across our department .

Polos would be used for meetings, public-facing events, and professional settings. Job shirts would serve as durable daily workwear for hands-on duties, and sweatshirts would provide appropriate outerwear for outdoor or cold-weather conditions. All apparel would include approved organization branding to maintain a consistent and professional appearance.

Company-paid uniforms offer several benefits. They present a polished image to the public, strengthen brand recognition, and ensure that required attire does not create a financial burden for members. Additionally, providing uniforms demonstrates organizational support, which can positively impact morale and retention.

It is recommended that apparel be issued to active members, and Honorary life members in good standing, with an initial issue upon onboarding and replacement on a scheduled cycle or as needed due to normal wear. Costs can be controlled through bulk purchasing, standardized vendors, and a set per-person allotment

I have attached the Numbers below

Rudnicks	Clear image
Job shirts \$112.00 per job shirt	\$ 53 per job shirt includes name and accountability number as well as patch and screen print on back
Polo 70\$ per shirt with patch and screen print	\$ 30 per polo include firefighters name number and patch aswell as screen print
Never have used rudnicks for sweatshirts and dont recommend using them at all due to prices on there screen printing.	\$ 29.70 per sweatshirt includes screen print

Total for everything with all the members is about 7,000\$

I respectfully recommend approving company-paid polos, job shirts, and sweatshirts as standard-issued apparel. This initiative supports professionalism, equity, and operational consistency while allowing for predictable budgeting.

Thank you for your time and consideration.

Dylan Harris

Dylan Harris