

EAST GLENVILLE FIRE DISTRICT #3
ORGANIZATIONAL MEETING
January 3, 2022

Present: Commissioner Wendi Gapczynski
Commissioner Beth Larson
Commissioner David Costello
Commissioner Suzanne Pohl
Commissioner Ross Thornhill
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
Deputy Secretary Lindsay Abel
Chief Clemens Schimikowski
1st Assistant Chief Nicholas Abel

A motion was made by Commissioner Larson seconded by Commissioner Gapczynski and unanimously passed to designate Commissioner Thornhill as temporary chairman of the board.

The Board of Commissioners Organizational meeting was called to order by Commissioner Thornhill as the designated temporary chairman at 6:00 pm with the Pledge of Allegiance to the Flag. This meeting was also held via Zoom Webinar.

Commissioner Thornhill asked for nominations for the position of Chair of the Board for the year 2022.

A motion was made by Commissioner Thornhill seconded by Commissioner Pohl and unanimously passed to appoint David Costello as Chairman of the Board of Commissioners for the East Glenville Fire District #3 for the year 2022.

The following notification was sent to the Daily Gazette on December 21, 2021; The Board of Fire Commissioners of East Glenville Fire District #3 announces the election of Ross Thornhill as Commissioner for a five-year term. A special meeting will be held on January 1, 2022 at 10 am to install Clemens Schimikowski as Chief and Nick Abel as 1st Assistant Chief. The Organizational Meeting for the Board of Commissioners will be held on January 3, 2022 at 6 pm. Other members of the Board include Wendi Gapczynski, Beth Larson, Suzanne Pohl and David Costello.

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson and passed:

BE IT RESOLVED to appoint Jeffrey Prescott as District Treasurer for the year 2022.

Jeffrey Prescott was administered the oath of office as District Treasurer commencing as of this date January 3, 2022.

A motion was made by Commissioner Thornhill and seconded by Commissioner Costello and passed:

BE IT RESOLVED to appoint Elaine Erckman as District Secretary for the year 2022.

Elaine Erckman was administered the oath of office as District Secretary for the year 2022.

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson and passed:

BE IT RESOLVED to appoint Lindsay Abel as Deputy Secretary for the year 2022.

Lindsay Abel was administered the oath of office as Deputy Secretary for the year 2022.

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson and passed:

BE IT RESOLVED to appoint Elaine Erckman as Deputy Treasurer for the year 2022.

Elaine Erckman was administered the oath of office as Deputy Treasurer for the year 2022.

A motion was made by Commissioner Costello and seconded by Commissioner Thornhill and passed:

BE IT RESOLVED to appoint John Saupp as District Statistician for the year 2022.

Please make note that Ross Thornhill was sworn in as Fire District Commissioner for a five-year term at a special meeting held on January 1, 2022. Chief Clemens Schimikowski and 1st Assistant Chief Nicholas Abel were also sworn in on January 1, 2022. The newly elected commissioner, chiefs, district treasurer and district secretary are asked to sign the oath book with the Glenville Town Clerk at their earliest convenience.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski and passed to establish the salary of the District Treasurer at \$685.05 a month for the year 2022.

A motion was made by Commissioner Thornhill and seconded by Commissioner Costello and passed to establish the salary of the Deputy Treasurer at \$30.50 a month for the year 2022.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski and passed to establish the salary of the District Secretary at \$305.39 a month for the year 2022.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski and passed to establish the salary of the Deputy Secretary at \$51.00 a month for the year 2022.

A motion was made by Commissioner Larson and seconded by Commissioner Pohl and passed to establish the salary of Statistician including LOSAP at \$368.87 a month for the year 2022.

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson and passed to establish the salary of the station keeper at \$16.86 an hour for the year 2022.

A motion was made by Commissioner Larson and seconded by Commissioner Pohl and passed to establish the salary of the district administration at \$18.36 an hour for the year 2022.

A motion was made by Commissioner Costello and seconded by Commissioner Thornhill and passed to approve the following personnel on the fire station host list; Kevin Kea, Dominic Famularo, Wendi Gapczynski, Nick Nicklas and Clem Schimikowski.

A motion was made by Commissioner Larson and seconded by Commissioner Costello to appoint William Young, Jr. attorney for the year 2022 with a retainer fee of \$250, hourly rate of \$285 and \$150 for all travel time.

A motion was made by Commissioner Thornhill and seconded by Commissioner Pohl and passed to establish the First National Bank of Scotia, Pioneer Commercial Bank and Key Bank as the official banks for the year 2022.

A motion was made by Commissioner Larson and seconded by Commissioner Thornhill and passed to designate the Daily Gazette as the official newspaper for the year 2022.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski to reimburse travel expenses for the year 2022 at the current Federal Business Standard Mileage Rate.

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson to authorize signature on District checks by either the treasurer Jeffrey Prescott or the deputy treasurer Elaine Erckman.

A motion was made by Commissioner Thornhill and seconded by Commissioner Costello and passed that the regular monthly meetings of East Glenville Fire District #3 will be held on the third Monday of every month at the firehouse at 7:00 pm to be proceeded at 6:00 pm by a workshop. Notice to be sent certified mail/return receipt to the official publication of the district with a copy entered into the minutes.

A motion was made by Commissioner Thornhill and seconded by Commissioner Pohl and passed to renew the district membership in the Association of Fire Districts in the State of New York for the year 2022.

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson and passed to renew the district membership in the Association of Fire Districts of the Capital Area for the year 2022.

A motion was made by Commissioner Thornhill and seconded by Commissioner Kaczynski and passed to adopt the following district policies for the year 2022:

Current Procurement Policy
Current Alcohol Policy
Current Investment Policy
Current Medial Requirements Policy
Current Chief's Vehicle Policy
Current Use of Meeting and Training Room Policy – Non-Members
Current Use of Meeting and Training Room Policy – Members
Current Host Assignment and Duties Policy
Current Cell Phone Policy
Current Vehicle Accident Review Board Policy
Current Credit Card Policy
Current Fire District Election Policy
Current Motor Vehicle Record Policy
Current Sexual and Non-sexual Harassment Policy
Current Code of Ethics
Current Substance Abuse Policy
Current Travel Policy
Current Drill Policy
Current Records Retention and Disposition Policy
Current National Incident Management Policy
Current LOSAP Oversight Policy
Current Vehicle Operator Policy
Current NYS Uniform Fire Prevention and Building Code
Current Social Media Policy
Current Requirements for Attending Training Courses
Current Tobacco Free Zone Policy
Current Driver Age Policy
Current Optional Cell Phone Plan/District Phone Plan Policy
Current Standard Work Day Policy
Current Fund Balance Policy
Current Agreement between Town of Glenville and EGFD Driving Services
Current Whistleblower Policy
Current Optional Physical Fitness Reimbursement Program for Active Members

A motion was made by Commissioner Thornhill and seconded by Commissioner Pohl and passed to pay all vouchers by abstract with approval by the Board of Commissioners.

A motion was made by Commissioner Larson and seconded by Commissioner Thornhill and passed to pay fixed salaries or compensation for service of officers or employees regularly engaged at agreed wages or salaries by the hour, day, week, month or year.

A motion was made by Commissioner Thornhill and seconded by Commissioner Pohl and passed to pay principal or interest in indebtedness prior to audit.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski and passed to pay amounts becoming due upon lawful contracts for a period exceeding one year, in addition, the payments or claims for public utility services such as electric, gas, water, sewer, telephone, internet and the payment of postage, freight and express charges prior to audit.

A motion was made by Commissioner Larson and seconded by Commissioner Gapczynski and passed to allow the chief to spend \$999.99 per purchase on items required during the periods between monthly Board meetings not to exceed \$2,000 per month.

Chairman of the Board Commissioner Costello will announce the committees for the year 2022 at the January 2022 Board meeting.

Treasurer Jeffrey Prescott submitted for the Board's review the accounting of all moneys received and disbursed during the proceeding year of 2021 and all books, records, receipts, orders, vouchers and canceled checks or check images. The bank statement and canceled checks for December 2021 will be available at the January 2022 Board meeting. Also submitted was a statement in writing showing his receipts and disbursements for the preceding fiscal year. A copy of these receipts and disbursements was presented to the district secretary to be filed with the minutes for the preceding year.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski to adjourn at 6:38 pm.

Respectfully submitted,

Elaine Erckman
District Secretary

