

## ORGANIZATIONAL MEETING

January 4, 2007

Present: Commissioner Peter Russo  
Commissioner Albert Martin  
Commissioner Suzanne Pohl  
Commissioner Gerald Cullen  
Commissioner Alexander Chlopecki  
Chief & Station Manager Arnold Bricoe  
1<sup>st</sup> Assist Chief Scott Pike  
Treasurer Jeffrey Prescott  
Secretary & Deputy Treasurer Elaine Erckman  
Firefighter Jack Erckman

The meeting was called to order by Commissioner Pohl and 6:30 p.m.

Commissioner Pohl swore in Alexander Chlopecki for a five-year term as commissioner, Gerald Cullen was sworn in for a four-year term as commissioner and Peter Russo was sworn in for a one-year term as commissioner of East Glenville Fire District #3.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen to appoint Albert Martin Chairman of the Board for the year 2007.

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki to appoint Suzanne Pohl Chairman of the Board for the year 2007.

A secret ballot was held and Suzanne Pohl was appointed the Chairman of the Board for the year 2007 for East Glenville Fire District #3.

The following notification was sent to the Daily Gazette:

The Board of Fire Commissioners of East Glenville Fire District announced the residents of the district elected Alexander Chlopecki as commissioner for a five-year term, Gerald Cullen as commissioner for a four-year term and Peter Russo as commissioner for a one-year term. The organizational meeting will be held on Thursday, January 4, 2007 at 6:30 p.m. at the fire house. Other members of the board include Albert Martin and Suzanne Pohl.

Chairman of the Board Suzanne Pohl swore in Arnold Briscoe as Chief of East Glenville Fire District #3 and Scott Pike as 1<sup>st</sup> Assistant Chief of East Glenville Fire District #3.

A motion was made by Commissioner Martin, seconded by Commissioner Russo and unanimously passed:

BE IT RESOLVED to appoint Jeffrey Prescott as District Treasurer for the year 2007.

Treasurer Jeffrey Prescott was sworn in at this time.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed:

BE IT RESOLVED to appoint Elaine Erckman as Deputy Treasurer for the year 2007.

Deputy Treasurer Elaine Erckman was sworn in at this time.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed:

BE IT RESOLVED to appoint Elaine Erckman as District Secretary for the year 2007.

Secretary Elaine Erckman was sworn in at this time.

A motion was made by Commissioner Russo, seconded by Commissioner Chlopecki and unanimously passed:

BE IT RESOLVED to appoint John Saupp as District Statistician for the year 2007.

A motion was made by Commissioner Martin, seconded by Commissioner Russo and unanimously passed to establish the salary of Treasurer at \$550 a month for the year 2007.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to establish the salary of Secretary/Deputy Treasurer at \$250 a month for the year 2007.

A motion was made by Commissioner Russo, seconded by Commissioner Martin and unanimously passed to establish the salary of Statistician at \$200 a month for the year 2007.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to establish the salary of Station Manager at \$17.00 an hour for the year 2007.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to appoint Robert E. Van Vranken, Esq. as the district's attorney for the year 2007.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Martin and unanimously passed to establish the official bank as the Bank of America for the year 2007.

A motion was made by Commissioner Martin, seconded by Commissioner Russo and unanimously passed to establish the official publication as The Daily Gazette for the year 2007.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to reimburse travel expenses for the year 2007 at the Federal Business Standard Mileage Rate.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to authorize signature on District checks by either Treasurer Jeffrey Prescott or Deputy Treasurer Elaine Erckman.

A motion was made by Commissioner Russo, seconded by Commissioner Cullen and unanimously passed to hold the monthly Board of Commissioner meetings on the third Monday of every month at the firehouse at 7:30 p.m. to be proceeded at 7:00 p.m. by a workshop. Notice to appear in the official publication with copies entered into the minutes.

A motion was made by Commissioner Martin, seconded by Commissioner Russo and unanimously passed to renew District membership in the Association of Fire Districts in the State of New York for the year 2007.

A motion was made by Commissioner Russo, seconded by Commissioner Chlopecki and unanimously passed to renew District membership in the Association of Fire Districts in the Town of Glenville for the year 2007.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to authorize Fidelity Bonds for the District Treasurer and Deputy Treasurer for the year 2007.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Martin and unanimously passed to adopt the following policies:

- To adopt the current Procurement Policy
- To adopt the current Alcohol Policy
- To adopt the current Investment Policy

To adopt the current Medical Requirements Policy  
To adopt the current Building Use Policy  
To adopt the current Chief's Vehicle Policy  
To adopt the current Grounds and Facility Use Policy  
To adopt the current Cell Phone Policy  
To adopt the current Vehicle Accident Review Board Policy  
To adopt the current Credit Card Use Policy  
To adopt the current Fire District Election Policy

A motion was made by Commissioner Chlopecki, seconded by Commissioner Martin and unanimously passed to pay all vouchers by abstract with the approval by the Board of Commissioners.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously 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 Martin, seconded by Commissioner Chlopecki and unanimously passed to pay principal or interest in indebtedness.

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

A motion was made by Commissioner Russo, seconded by Commissioner Martin and unanimously passed for payment without prior audit for those bills that afford us early pay discounts after securing approval from the district station manager, chief or commissioner of the bill.

A motion was made by Commissioner Russo, seconded by Commissioner Cullen and unanimously passed for payment without prior audit for the payment of the snow removal contract.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to put the full amount of the carryover of \$43,018.51 in the General Fund.

Correspondence:

Treasurer Prescott stated that the district is receiving solicitations from CPA firms regarding the upcoming audit. Jeffrey will recommend to the Board to go out for request for proposals in July so that we will have an amount to include in the budget.

Treasurer Jeffrey Prescott submitted for the Board to review the accounting of all moneys received disbursed during the proceeding year of 2006 and all books, records, receipts, orders, vouchers and canceled checks or check images. Also submitted was a statement in writing showing his receipts and disbursements for the proceeding fiscal year. A copy of these receipts and disbursements was presented to the district secretary to be filed with the minutes for the proceeding year.

Commissioner Pohl reported that she had been in contact with Dr. Christopher Buff of Scotia-Glenville Family Medicine and was advised that it is not too late to receive a flu shot. Dr. Buff will come to the fire station on Thursday, January 11, 2007 at 7:00 p.m. and administer the shots. A phone message will go out to the membership regarding this date.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki to have Dr. Christopher Buff administer flu shots to the firefighters on Thursday, January 11, 2007 at 7:00 p.m.

The annual physicals will take place the end of March or the first of April 2007.

The announcement of the Acting Chairman, Acting Secretary and committee appointments will take place at the January 15, 2007 Board meeting.

A motion was made by Commissioner Russo, seconded by Commissioner Chlopecki and unanimously passed to adjourn at 7:10 p.m.

Respectfully submitted,

Elaine Erckman  
District Secretary