

ORGANIZATIONAL MEETING

January 4, 2008

Present: Commissioner Albert Martin
Commissioner Suzanne Pohl
Commissioner Gerald Cullen
Commissioner Alexander Chlopecki
Commissioner Dave Mitchell
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
Chief and Station Manager Arnold Briscoe
1st Assistant Chief Scott Pike
Firefighter Jack Erckman

The meeting was called to order by Commissioner Martin at 6:30 p.m.

A motion was made by Commissioner Chlopecki, seconded by Gerald Cullen and unanimously passed to appoint Suzanne Pohl Chairwomen of the Board of Commissioners for East Glenville District #3 for the year 2008.

Commissioner Pohl swore in Dave Mitchell for a five-year term as commissioner of East Glenville Fire District #3.

The following notification was sent to the Daily Gazette:

The Board of Fire Commissioners of East Glenville Fire District #3 would like to announce the election of Dave Mitchell as commissioner for a five-year term.

The Organizational Meeting for the Board of Commissioners will be held on January 3, 2008 at 6:30 p.m. at the fire station, 433 Saratoga Road, Glenville, New York.

Other members of the Board include Al Martin, Suzanne Pohl, Alexander Chlopecki and Gerald Cullen.

Chairwomen of the Board Suzanne Pohl swore in Arnold Briscoe as Chief and Scott Pike as 1st Assistant Chief of East Glenville Fire District #3 for the year 2008.

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

BE IT RESOLVED to appoint Jeffrey Prescott as District Treasurer for the year 2008.

Jeffrey Prescott was sworn in as Treasurer at this time.

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

BE IT RESOLVED to appoint Elaine Erckman as Deputy Treasurer for the year 2008.

Elaine Erckman was sworn as Deputy Treasurer 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 District Secretary for the year 2008.

Elaine Erckman was sworn as District Secretary at this time.

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

BE IT RESOLVED to appoint John Saupp as District Statistician for the year 2008.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to establish the salary of the Treasurer at \$550 a month for the year 2008.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to establish the salary of the Secretary/Deputy Treasurer at \$250 a month for the year 2008.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to establish the salary of the Statistician at \$250 a month for the year 2008.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to establish the salary of the Station Manager at \$17.00 an hour for the year 2008.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to establish the salary of the part-time employee at \$12.00 an hour for the year 2008.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to appoint William N. Young, Jr. as the district's attorney for the year 2008.

A motion was made by Commissioner Mitchell, seconded by Commissioner Martin and unanimously passed to establish the official bank as the Bank of America for the year 2008.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to establish the official publication as The Daily Gazette for the year 2008.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to reimburse travel expenses for the year 2008 at the Federal Business Standard Mileage Rate.

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki 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 Cullen, seconded by Commissioner Martin 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, except for the October Board meeting which will be held on the 4th Monday. Notice to appear in the official publication with copies entered into the minutes.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to renew District membership in the Association of Fire Districts in the State of New York for the year 2008.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to renew District membership in the Association of Fire Districts in the Town of Glenville for the year 2008.

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to authorize Fidelity Bonds for the District Treasurer and Deputy Treasurer for the year 2008.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen 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
To adopt the current Motor Vehicle Record Policy
To adopt the current Sexual and Non-sexual Harassment Policy
To adopt the current Code of Ethics
To adopt the current Substance Abuse Policy

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

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to pay amounts becoming due upon lawful contracts for period 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 Martin, seconded by Commissioner Cullen 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 Chlopecki, seconded by Commissioner Cullen and unanimously passed for the payment without prior audit for the snow removal contract.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to put the full amount of the carryover of \$35,241.87 in the General Fund.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to pay the life insurance for the 2008 LOSAP in the amount of \$3,628.60.

Treasurer Jeffrey Prescott submitted for the Board to review the accounting of all moneys received and disbursed during the proceeding year of 2007 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.

An abbreviated treasurer report was presented to the Board which showed the December receipts, bills paid, reserve account activity, as well as our balance in the general funds as of December 31, 2007. Included also was a budget analysis as of December 31, 2007.

A motion for resolution was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to approve the following budget amendment:

From: A3410.190 Contingency	200.00
To: A9030.000 Social Security	200.00

A motion was made for resolution by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to pay Abstract #12A dated January 3, 2008 in the amount of \$5,419.33.

The announcement of the Acting Chairman, Acting Secretary and committee appointments will take place at the January 21, 2008 Board meeting.

Correspondence:

1. An *Appeal For Denial of Access* was received from Leslie A. Greenough.
2. A letter addressed to EGFD Commissioners, EGFD Social Officers and EGFD Firematic Officers was received from Les Greenough.
3. A letter addressed to EGFD Commissioners was received from Les Greenough.

Commissioner Pohl contacted the district's attorney William Young and was advised to do the following:

In response to letter number one, send a copy of the Harassment Policy and a copy of the letter sent by Commissioner Pohl dated December 23, 2007 by Certified Mail/Return Receipt.

In response to letter number two, the Company should respond to the request for clarification of the rules and that Les Greenough should be informed that he was not available to speak at the time of the hearing and so has lost his opportunity to be heard.

Chief Arnold Briscoe stated that the company has an executive board meeting scheduled for Sunday, January 6, 2008 and would will take a copy of the letter to this meeting to be handled as soon as possible.

In response to letter number three, Jennifer Reckner has resigned and since she is no longer a member of the fire company, there is not a person to bring any action against. There will not be another hearing and Les Greenough will still have to serve his six month suspension upon receipt of the letter the Board of Commissioner's sent him on December 5, 2007 which was sent Certified Mail/Return Receipt. To date the Board has not received the receipt of delivery.

A motion was made by Commissioner Martin, seconded by Commissioner Mitchell and unanimously passed to adjourn at 7:17 p.m.

Respectfully submitted,

Elaine Erckman
District Secretary