ORGANIZATIONAL MEETING
January 5, 2010

Present: Commissioner Gerald Cullen
Commissioner Alexander Chlopecki
Commissioner Dave Mitchell
Commissioner Leonard Prevost
Commissioner Suzanne Pohl
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
Chief and Statistician John Saupp
1st Assistant Chief Andrew Pohl
2nd Assistant Chief Joseph Duchane
Station Manager Arnold Briscoe
Firefighter Jack Erckman

The meeting was called to order by the treasurer Jeffrey Prescott at 6:30 p.m.

Treasurer Jeffrey Prescott swore in Suzanne Pohl for a five-year term as commissioner of East Glenville Fire District #3.

A motion was made by Commissioner Prevost, seconded by Commissioner Cullen and unanimously passed to appoint Suzanne Pohl Chairwoman of the Board of Commissioners for East Glenville Fire District #3 for the year 2010.

The following notification was sent to the Daily Gazette on December 26, 2009; The Board of Fire Commissioners would like to announce the election of Suzanne Pohl as Commissioner by the residents of East Glenville District #3 for a five-year term. Others members of the Board include Gerald Cullen, Alexander Chlopecki, Dave Mitchell and Leonard Prevost.

The organizational meeting for the Board of Fire Commissioners will be held on Tuesday, January 5, 2010 at 6:30 p.m. at the fire station, 433 Saratoga Road, Glenville, New York.

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 2010.

Jeffrey Prescott was sworn in as Treasurer at this time.

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

BE IT RESOLVED to appoint Elaine Erckman as Deputy Treasurer for the year 2010.

Elaine Erckman was sworn in 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 2010.

Elaine Erckman was sworn in as District Secretary at this time.

A motion was made by Commissioner Mitchell, seconded by Commissioner Prevost and unanimously passed:

BE IT RESOLVED to appoint John Saupp as District Statistician for the year 2010.

John Saupp was sworn in as Chief for the year 2010 by Chairwoman of the Board Suzanne Pohl.

Andrew Pohl was sworn in 1st Assistant Chief and Joseph Duchane was sworn in as 2nd Assistant Chief for the year 2010 by Chairwoman of the Board Suzanne Pohl.

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to establish the salary of the Treasurer at $550 a month for the year 2010.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to establish the salary of the Secretary/Deputy Treasurer at $250 a month for the year 2010.

A motion was made by Commissioner Cullen, seconded by Commissioner Prevost and unanimously passed to establish the salary of the Statistician including LOSAP at $250 a month for the year 2010.

A motion was made by Commissioner Prevost, seconded by Commissioner Cullen and unanimously passed to establish the salary of the station manager at $17.51 an hour for the year 2010.

A motion was made by Commissioner Cullen, seconded by Commissioner Prevost and unanimously passed to establish the salary of the part-time employee at $12.00 an hour for the year 2010.

It was the decision of the Board not to appoint the district's attorney at this time. This matter will be brought before the Board at the January 18, 2010 Board meeting for discussion.

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to establish the official bank as the Bank of America and First National Bank of Scotia for the year 2010.

A motion was made by Commissioner Prevost, seconded by Commissioner Mitchell and unanimously passed to establish the official publication as the Daily Gazette for the year 2010.

A motion was made by Commissioner Prevost, seconded by Commissioner Cullen and unanimously passed to reimburse travel expenses for the year 2010 at the Federal Business Standard Mileage Rate.

A motion was made by Commissioner Cullen, seconded by Commissioner Prevost 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 Chlopecki, seconded by Commissioner Prevost 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 Cullen, seconded by Commissioner Mitchell and unanimously passed to renew District membership in the Association of Fire Districts in the State of New York for the year 2010.

A motion was made by Commissioner Prevost, seconded by Commissioner Mitchell and unanimously passed to adopt the following district 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
To adopt the current Travel Policy
To adopt the current Drill Policy
To adopt the Records Retention Policy
To adopt the Conflict of Interest Policy
To adopt the National Incident Management Policy

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

A motion was made by Commissioner Cullen, 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 Prevost, 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 Mitchell and unanimously passed to pay amounts becoming due upon lawful contracts for a 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 Cullen, seconded by Commissioner Mitchell 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 Prevost, seconded by Commissioner Cullen and unanimously passed to allow the chief to spend $999.99 per purchase on items required during the periods between monthly Board meetings not to exceed $2,000.00 per month.

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to put the full amount of the excess carryover of $_____ in the General Fund.

A motion was made by Commissioner Prevost, seconded by Commissioner Cullen and unanimously passed to pay the life insurance for the 2010 LOSAP in the amount of $4,499.66 to be taken from Account # A9025.000 Local Awards Program.

Chairwoman of the Board Suzanne Pohl announced the following committees for the year 2010;

Buildings and Grounds	Chairman-	G. Cullen
		A. Chlopecki
Equipment	Chairman-	A. Chlopecki
		D. Mitchell, G. Cullen
		S. Pohl, L. Prevost
Finance and Budget	Chairman-	D. Mitchell
		G. Cullen
Computer/Communications	Chairman-	D. Mitchell
		A. Chlopecki
Medical	Chairman-	S. Pohl
		A. Chlopecki
Legal and Insurance	Chairman-	L. Prevost
		S. Pohl
Use of Station	Chairman-	L. Prevost
		G. Cullen
Personnel	Chairman-	A. Chlopecki
		D. Mitchell, G. Cullen
		S. Pohl, L. Prevost
Policies	Chairman-	G. Cullen
		D. Mitchell, A. Chlopecki
		S. Pohl, L. Prevost
Consolidation	D. Mitchell, L. Prevost	
Payroll/Clock	A. Chlopecki, L. Prevost	

Acting Chairman - A. Chlopecki
Acting Secretary - G. Cullen

Treasurer Jeffrey Prescott submitted for the Board's review the accounting of all moneys received and disbursed during the proceeding year of 2009 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.

The audit for the district will start the end of February 27, 2010. The deadline for the completion of the district's audit is June 30, 2010.

A motion was made by Commissioner Cullen, seconded by Commissioner Prevost and unanimously passed to adjourn at 7:07 p.m.

Respectfully submitted,

Elaine Erckman
District Secretary