

EAST GLENVILLE FIRE DISTRICT #3
ORGANIZATIONAL MEETING
January 3, 2012

Present:	Commissioner Dave Mitchell	Captain Ross Thornhill
	Commissioner Leonard Prevost	Captain Dave Costello
	Commissioner Suzanne Pohl	Lt. Rich Carr
	Commissioner Gerald Cullen	Firefighter Jack Erckman
	Commissioner Clem Schimikowski	Firefighter Robert Berrian
	District Treasurer Jeffrey Prescott	Firefighter Eric Leitze
	District Secretary Elaine Erckman	Firefighter Robert Moore
	Station Manager Arnold Briscoe	Firefighter Kevin Weber
	2 nd Assistant Chief Joseph Duchane	Firefighter Michael Boisclair
	President Wayne Bunn	

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

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

A motion was made by Commissioner Pohl, seconded by Commissioner Mitchell and unanimously passed to appoint Gerald Cullen Chairman of the Board of Commissioners for the East Glenville Fire District #3 for the year 2012.

A letter of resignation from the Board of Fire Commissioners was received by Leonard Prevost effective at the conclusion of the January 16, 2012 Board meeting.

The firematic committee of East Glenville Fire Company, Inc. stated that they had recently met to review the decision of the Board based on a letter received from William Young the district's attorney stating that the positions of Chief or any Assistant Chief is incompatible with that of the station keep position. The firematic committee requested that the Board of Commissioners inquire of Attorney William Young as to whether or not any mitigating controls could be put in place to allow for the Fire Company's recommendation that the station manager could also hold the position of 1st Assistant Chief.

The following notification was sent to the Daily Gazette on December 21, 2011; The Board of Fire Commissioners would like to announce the election of Clem Schimikowski as Commissioner of East Glenville District #3 for a five-year term. Others member of the Board include Dave Mitchell, Leonard Prevost, Suzanne Pohl and Gerald Cullen. The organizational meeting for the Board of Fire Commissioners will be held on Tuesday, January 3, 2012 at 6:30 p.m. at the fire station, 433 Saratoga Road, Glenville, New York.

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

BE IT RESOLVED to appoint Jeffrey Prescott as District Treasurer for the year 2012. Jeffrey Prescott was sworn in as Treasurer of East Glenville Fire District #3 at this time.

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

BE IT RESOLVED to appoint Elaine Erckman as District Secretary for the year 2012. Elaine Erckman was sworn in as Secretary of East Glenville Fire District #3 at this time.

A motion was made by Commissioner Pohl, seconded by Commissioner Mitchell and unanimously passed to appoint John Saupp as Statistician of East Glenville Fire District #3 for the year 2012.

Joseph Duchane was sworn in as 2nd Assistant Chief of East Glenville Fire District #3 for the year 2012.

A motion was made by Commissioner Prevost, seconded by Commissioner Pohl and unanimously passed to establish the salary of the District Treasurer at \$600 a month for the year 2012.

A motion was made by Commissioner Pohl, seconded by Commissioner Mitchell and unanimously passed to establish the salary of the District Secretary/Deputy Treasurer at \$250 a month for the year 2012.

A motion was made by Commissioner Pohl, seconded by Commissioner Mitchell and unanimously passed to establish the salary of the District Statistician including LOSAP at \$250 a month for the year 2012.

A motion was made by Commissioner Prevost, seconded by Commissioner Mitchell and unanimously passed to establish the salary of the station manager at \$18.00 an hour for the year 2012.

A motion was made by Commissioner Prevost, seconded by Commissioner Mitchell and unanimously passed to establish the salary of the part-time employee at \$12.00 an hour for the year 2012.

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 16, 2012 Board meeting for discussion.

A motion was made by Commissioner Prevost, seconded by Commissioner Mitchell and unanimously passed to establish the official bank as First National Bank of Scotia for the year 2012.

A motion was made by Commissioner Pohl, seconded by Commissioner Prevost and unanimously passed to establish the Daily Gazette as the official publication for the year 2012.

A motion was made by Commissioner Prevost, seconded by Commissioner Mitchell and unanimously passed to reimburse travel expenses for the year 2012 at the current Federal Business Standard Mileage Rate.

A motion was made by Commissioner Mitchell, 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 Pohl, 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. This notice will appear in the official publication (Daily Gazette) to be sent certified mail/return receipt.

A motion was made by Commissioner Pohl, seconded by Commissioner Prevost and unanimously passed to renew district membership in the Association of Fire Districts in the State of New York for the year 2012.

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 Chief's Vehicle Policy
- To adopt the current Meeting and Training Room Policy
- To adopt the current Host Assignment and Duties 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 current Records Retention and Disposition Policy
To adopt the current National Incident Management Policy
To adopt the current LOSAP Audit Policy
To adopt the current Vehicle Operator Policy

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

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

A motion was made by Commissioner Pohl, seconded by Commissioner Prevost 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 Pohl, seconded by Commissioner Prevost 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 Mitchell 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.

The full amount of the excess carryover to be put in the General Fund will be reported at the January Board meeting to be held on January 16, 2012.

Chairman of the Board Gerald Cullen will announce the committees for the year 2012 at the Board meeting to be held on January 16, 2012.

Treasurer Jeffrey Prescott submitted for the Board's review the accounting of all moneys received and disbursed during the proceeding year of 2011 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.

A motion was made by Commissioner Prevost, seconded by Commissioner Pohl and unanimously passed to adjourn at 7:25 p.m.

Respectfully submitted,

Elaine Erckman
District Secretary

