ORGANIZATIONAL MEETING
January 2, 2013

Present: Commissioner Paul Stuart
Commissioner Suzanne Pohl
Commissioner Gerald Cullen
Commissioner Clem Schimikowski
Commissioner Dave Mitchell
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
Chief Andrew Pohl
lst Assistant Chief Joseph Duchane
2nd Assistant Chief Ross Thornhill
Station Manager Arnold Briscoe
Statistician John Saupp
Firefighter Jack Erckman

The meeting was called to order by Commissioner Gerald Cullen at 6:30 pm with a salute to the flag.

A moment of silence was observed for the firefighter's who lost their lives in an incident at Webster, New York.

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

Commissioner Cullen swore in Paul Stuart for a one-year term as commissioner of East Glenville Fire District #3.

A motion was made by Commissioner Stuart, seconded by Commissioner Mitchell and unanimously passed to appoint Clem Schimikowski Chairman of the Board of Commissioners for East Glenville Fire District #3 for the year 2013.

A motion was made by Commissioner Pohl to appoint Gerald Cullen as Chairman of the Board of Commissioners for East Glenville Fire District #3 for the year 2013. This motion was not seconded.

The following notification was sent to the Daily Gazette on December 18, 2012; The Board of Fire Commissioners would like to announce the election of Dave Mitcehll as Commissioner by the residents of East Glenville District #3 for a five-year term and Paul Stuart as Commissioner for a one-year term. Others members of the Board include Gerald Cullen, Suzanne Pohl and Clem Schimikowski. The organizational meeting for the Board of Fire Commissioners will be held on Wednesday, January 2, 2013 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 Cullen and unanimously passed:

BE IT RESOLVED to appoint Jeffrey Prescott as District Treasurer for the year 2013.

Jeffrey Prescott was sworn in as Treasurer at this time.

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

BE IT RESOLVED to appoint Elaine Erckman as Secretary and Deputy Treasurer for the year 2013.

Elaine Erckman was sworn in as Secretary and Deputy Treasurer at this time.

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

BE IT RESOLVED to appoint John Saupp as District Statistician for the year 2013.

Andrew Pohl was sworn in as Chief for the year 2013 by Commissioner Suzanne Pohl.

Joseph Duchane was sworn in as 1st Assistant Chief for the year 2013 by Commissioner Suzanne Pohl.

Ross Thornhill was sworn in as 2nd Assistant Chief for the year 2013 by Commissioner Suzanne Pohl.

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to establish the salary of the Treasurer at $600 a month for the year 2013.

A motion was made by Commissioner Mitchell, seconded by Commissioner Pohl and unanimously passed to establish the salary of the Secretary/Deputy Treasurer at $275 a month for the year 2013.

A motion was made by Commissioner Stuart, seconded by Commissioner Cullen and unanimously passed to establish the salary of the Statistician including LOSAP at $250 a month for the year 2013.

A motion was made by Commissioner Pohl, seconded by Commissioner Stuart and unanimously passed to establish the salary of the station manager at $18.50 an hour for the year 2013.

A motion was made by Commissioner Stuart, seconded by Commissioner Cullen and unanimously passed to establish the salary of the part-time employee at $12.00 an hour for the year 2013.

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to approve Jack Erckman, Paul Stuart and Dominic Famularo to serve as hosts for the use of station by community groups for the year 2013.

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 21, 2013 Board meeting for discussion.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to establish the official bank as First National Bank of Scotia for the year 2013.

A motion was made by Commissioner Stuart, seconded by Commissioner Mitchell and unanimously passed to establish the official publication as the Daily Gazette for the year 2013.

A motion was made by Commissioner Mitchell, seconded by Commissioner Pohl and unanimously passed to reimburse travel expenses for the year 2013 the current at the Federal Business Standard Mileage Rate.

A motion was made by Commissioner Stuart, seconded by Commissioner Pohl 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 Stuart, seconded by Commissioner Pohl 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, sent certified mail return receipt, with copies entered into the minutes.

A motion was made by Commissioner Pohl, seconded by Commissioner Stuart and unanimously passed to renew District membership in the Association of Fire Districts in the State of New York for the year 2013.

A motion was made by Commissioner Stuart, seconded by Commissioner Mitchell and unanimously passed to renew District membership in the Association of Fire Districts of the Capital Area for the year 2013.

A motion was made by Commissioner Pohl, seconded by Commissioner Stuart 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 and Disposition Policy
To adopt the National Incident Management Policy

A motion was made by Commissioner Pohl, seconded by Commissioner Cullen 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 Stuart 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 Pohl, 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 Pohl 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 Pohl 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 Stuart, seconded by Commissioner Cullen and unanimously passed to allow the chief to spend up to $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 21, 2013.

Chairman of the Board Clem Schimikowski will announce the committees for the year 2013 at the Board meeting to be held on January 21, 2013.

Treasurer Jeffrey Prescott submitted for the Board's review the accounting of all moneys received and disbursed during the proceeding year of 2012 and all books, records, receipts, orders, vouchers and canceled checks or check images. The bank statement and canceled checks for December 2012 will be available at the January Board meeting. 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 chief requested the replacement of a helmet. A new tradition has been established that the outgoing chief should receive his helmet, therefore a new one needs to be purchased for the incoming chief. Two quotes have been received for the purchase of the helmet as follows; MES's quote is $224 and The Fire Store's quote is $275.

A motion was made by Commissioner Cullen, seconded by Commissioner Stuart and unanimously passed to approve the purchase of a new chief's helmet from MES's at a cost of $224 to be taken from Account #3410.203 Protective Clothing.

In recognition of East Glenville Fire District' past chiefs, and also to reflect some of the added responsibilities that we call upon them at scenes, the fire company would like to differentiate them from regular black hat firefighter's. The chief has requested that the district purchase helmet shields which say past chief East Glenville with the past chief's name on the bottom. The cost of this purchase will be $53 each for a total cost of $318 from the Fire Store.

A motion was made by Commissioner Cullen, seconded by Commissioner Pohl and unanimously passed to purchase helmet shields for past chiefs at a cost of $53 each for a total cost of $318 plus shipping from The Fire Store to be taken from Account #3410.203 Protective Clothing.

As reported at the December 17, 2012 Board meeting, Alplaus Fire District would like to revisit the organizational consolidation policy. A workshop was tentatively set up for Wednesday, February 6, 2013 at 7 pm.

As reported at the December 17, 2012 Board meeting Chief Andrew Pohl requested the use of the station for the New York State Office of Fire Prevention and Control Arson Bureau for a Hazmat Refresher Course to be held on Monday, January 7, 2013. Chief Pohl stated that as peace officers, the personnel attending this session will be carrying fire arms. As per East Glenville District's Harassment policy, no firearms are permitted on district property.

A motion was made by Commissioner Mitchell, seconded by Commissioner Stuart and unanimously passed to waive the section of the East Glenville District's Harassment policy which states "no firearms are permitted on district property" for this one time and approve the request for the use of the station for the peace officers attending the New York State Office of Fire Prevention and Control Arson Bureau for a Hazmat Refresher Course.

The Board of Commissioners needs to address this issue and amend the Harassment policy to include exceptions of law enforcement personnel.

A motion for Resolution was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to pay Abstract #12a dated January 2, 2013 for item #372 through 374 in the amount of $1144.45.

In an effort to expedite the district board meetings, Chairman of the Board Schimikowski would like the chiefs and the company president to turn in an agenda to be discussed at the board meetings by the end of close of business on the Thursday before the district meeting.

2nd Assistant Chief Ross Thornhill stated that a newsletter will be going out to the department personnel monthly. Any items that the Board would like to appear in this newsletter can be submitted to Ross Thornhill. Also added to the email lists are some new email addresses to communicate within our organization.

A motion was made by Commissioner Stuart, seconded by Commissioner Mitchell and unanimously passed to adjourn at 7:25 pm.

Respectfully submitted,

Elaine Erckman
District Secretary