

EAST GLENVILLE FIRE DISTRICT #3
ORGANIZATIONAL MEETING
January 7, 2014

Present: Commissioner Suzanne Pohl
Commissioner Gerald Cullen
Commissioner Clem Schimikowski
Commissioner Dave Mitchell
Commissioner Paul Stuart
District Secretary/Deputy Treasurer Elaine Erckman
Chief Andrew Pohl
2nd Assistant Chief Ross Thornhill
Station Keeper Arnold Briscoe
Statistician John Saupp
President Ben Ferretti
Firefighter Jack Erckman

The meeting was called to order by the Deputy Treasurer Elaine Erckman at 6:00 pm with the Pledge of Allegiance to the Flag.

Deputy Treasurer Elaine Erckman swore in Paul Stuart for a five-year term as Commissioner of East Glenville Fire District #3.

A motion was made by Commissioner Stuart to appoint Dave Mitchell Chairman of the Board of Commissioners for the East Glenville Fire District #3 for the year 2014. There was not a second.

A motion was made by Commissioner Cullen and seconded by Commissioner Pohl to appoint Clem Schimikowski Chairman of the Board of Commissioners for the East Glenville Fire District #3 for the year 2014. Commissioners Cullen, Commissioner Pohl and Commissioner Schimikowski voted yes. Commissioner Mitchell voted no and Commissioner Stuart abstained. At this time Commissioner Schimikowski took over the duties of Chairman of the Board.

The following notification was sent to the Daily Gazette on December 18, 2013; The Board of Fire Commissioners would like to announce the election of Paul Stuart as Commissioner by the residents of East Glenville Fire District #3 for a five-year term. Other members of the Board include Dave Mitchell, Gerald Cullen, Suzanne Pohl and Clem Schimikowski. The organizational meeting for the Board of Fire Commissioners will be held on Tuesday, January 7, 2014 at 6:00 pm at the fire station, 433 Saratoga Road, Glenville, New York.

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

BE IT RESOLVED to appoint Jeffrey Prescott as District Treasurer for the year 2014.

Jeffrey will be sworn in at a latter date.

A motion was made by Commissioner Mitchell, seconded by Commissioner Pohl and unanimously passed to appoint Elaine Erckman as Secretary and Deputy Treasurer:

BE IT RESOLVED to appoint Elaine Erckman as Secretary and Deputy Treasurer for the year 2014.

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

A motion was made by Commissioner Cullen, seconded by Commissioner Stuart and unanimously passed to appoint John Saupp as District Statistician for the year 2014.

BE IT RESOLVED to appoint John Saupp as District Statistician for the year 2014.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to establish the salary of the Treasurer at \$600 a month for the year 2014.

A motion was made by Commissioner Cullen, seconded by Commissioner Pohl and unanimously passed to establish the salary of the Secretary/Deputy Treasurer at \$275 a month for the year 2014.

A motion was made by Commissioner Cullen, seconded by Commissioner Pohl and unanimously passed to establish the salary of the Statistician including LOSAP at \$250 a month for the year 2014.

A motion was made by Commissioner Cullen, seconded by Commissioner Stuart and unanimously passed to establish the salary of the station keeper at \$18.50 an hour for the year 2014.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to establish the salary of the part-time employee at \$12.00 an hour for the year 2014.

A motion was made by Commissioner Cullen, seconded by Commissioner Pohl and unanimously passed to approve Shawn Primett, Nick Abel, Dominic Famularo, Alexander Chlopecki and Paul Stuart to serve as hosts for the use of station by community groups for the year 2014.

A motion was made by Commissioner Cullen and seconded by Commissioner Stuart to appoint William N. Young, Jr. the district's attorney for the year 2014 with a retainer fee of \$750 and an hourly rate of \$265. Commissioners Cullen, Stuart, Pohl and Schimikowski voted yes. Commissioner Mitchell voted no.

A motion was made by Commissioner Cullen, seconded by Commissioner Pohl and unanimously passed to establish the official bank as First National Bank of Scotia for the year 2014.

A motion was made by Commissioner Mitchell, seconded by Commissioner Stuart and unanimously passed to establish the official publication as the Daily Gazette for the year 2014.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to reimburse travel expenses for the year 2014 at the current Federal Business Standard Mileage Rate.

A motion was made by Commissioner Pohl, seconded by Commissioner Cullen and unanimously passed to authorize signature on District checks by either Treasurer Jeffrey Prescott or Deputy Treasurer Elaine Erckman for the year 2014.

A motion was made by Commissioner Stuart, 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 pm to be proceeded at 7:00 pm by a workshop. Notice to appear in the official publication, sent certified mail return receipt, with copies entered into the minutes. Let it be duly noted that Commissioner Mitchell expressed his desire to change the third Monday in January meeting as it falls on Martin Luther King Day.

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 2014.

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to renew District membership in the Association of Fire Districts of the Capital Area for the year 2014.

A motion was made by Commissioner Cullen, seconded by Commissioner Pohl and unanimously passed to adopt the following district policies:

- To approve the current Cell Phone Policy adopted March 18, 2002
- To approve the current Credit Card Use Policy adopted April 18, 2005
- To approve the current Vehicle Accident Review Board Policy adopted April 18, 2005
- To approve the current Fire District Elections Policy adopted November 14, 2005
- To approve the current Sexual and Non Sexual Harassment Policy adopted February 23, 2006
- To approve the current National Incident Management Policy (NIMS) adopted July 21, 2006
- To approve the current Motor Vehicle Record Policy adopted March 19, 2007
- To approve the current Code of Ethics adopted March 19, 2007
- To approve the current Substance Abuse Policy adopted July 16, 2007
- To approve the current Medical Requirements Policy adopted December, 2007
- To approve the current Travel Policy adopted January 2008
- To approve the current Alcohol Policy adopted August 18, 2008
- To approve the current Drill Policy adopted December 15, 2008
- To approve the current Records Retention and Disposition Policy adopted December 21, 2009
- To approve the current Vehicle Operator Policy adopted February 15, 2010
- To approve the current Host Assignment and Duties Policy adopted May 19, 2010
- To approve the current Use of Station and Training Room Non-Member Policy July 19, 2010
- To approve the current LOSAP Audit Policy adopted October 17, 2010
- To approve the current Chief's Use Policy adopted April 16, 2012
- To approve the current Procurement Policy adopted January 21, 2013
- To approve the current Investment Policy adopted
- To approve the current Use of Station and Training Room Member Policy October 21, 2013
- To approve the current NYS Uniform Fire Prevention and Building Code Policy adopted 12/16/13

A motion was made by Commissioner Cullen, seconded by Commissioner Pohl 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 Mitchell 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 Stuart, 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 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 20, 2014.

Chairman of the Board Clem Schimikowski will announce the committees for the year 2014 at the Board meeting to be held on January 20, 2014.

Treasurer Jeffrey Prescott submitted for the Board's review the accounting of all moneys received and disbursed during the proceeding year of 2013 and all books, records, receipts, orders, vouchers and canceled checks or check images. The bank statement and canceled checks for December 2013 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.

A discussion was held regarding the purchase or lease of a copier. It was the decision of the Board to purchase a copier outright.

A motion was made by Commissioner Cullen and seconded by Commissioner Pohl to purchase a Toshiba ES-356 from Electronic Office Products at a cost of \$3,118.00 to be taken from A3410.461 Computer. Commissioners Cullen, Pohl, Stuart and Schimikowski voted yes. Commissioner Mitchell voted no. (A copy of quotes received is attached)

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to adjourn at 7:00 pm.

Respectfully submitted,

Elaine Erckman
District Secretary

