

EAST GLENVILLE FIRE DISTRICT #3
ORGANIZATIONAL MEETING
January 8, 2015

Present: Commissioner Gerald Cullen
Commissioner Clem Schimikowski
Commissioner Dave Mitchell
Commissioner Suzanne Pohl
District Treasurer Jeffrey Prescott
District Secretary/Deputy Treasurer Elaine Erckman
1st Assistant Chief Ross Thornhill
Station Keeper Arnold Briscoe
Statistician John Saupp
President Ben Ferretti
Firefighter/Employee Jack Erckman

The meeting was called to order by Treasurer Jeffrey Prescott, as the designated temporary chairman, at 6:00 pm with the Pledge of Allegiance to the Flag.

Treasurer Prescott asked for nominations for the position of Chairman of the Board for the year 2015.

A motion was made by Commissioner Pohl and seconded by Commissioner Mitchell to appoint Gerald Cullen Chairman of the Board of Commissioners for the East Glenville Fire District #3 for the year 2015. Commissioner Pohl, Commissioner Mitchell and Commissioner Schimikowski voted yes. Commissioner Stuart was absent from the meeting.

The following notification was sent to the Daily Gazette on December 16, 2014; The Board of Fire Commissioners of East Glenville Fire District #3 would like to announce the election of Suzanne Pohl as commissioner for a five-year term. A special meeting will be held on Thursday, January 1, 2015 at 10:00 am to install the following chiefs: Andrew Pohl, Chief, Ross Thornhill, 1st Assistant Chief and Richard Carr, 2nd Assistant Chief. The Organizational meeting for the Board of Fire Commissioners will be held on January 8, 2015 at 6:00 pm at the fire station, 433 Saratoga Road, Glenville, New York. Other members of the Board include Clem Schimikowski, Gerald Cullen, Dave Mitchell and Paul Stuart.

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

BE IT RESOLVED to appoint Jeffrey Prescott as District Treasurer for the year 2015.

Jeffrey Prescott was sworn in as Treasurer at this time.

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

BE IT RESOLVED to appoint Elaine Erckman as District Secretary and Deputy Treasurer for the year 2015.

Elaine Erckman was sworn in as secretary/deputy treasurer at this time.

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

BE IT RESOLVED to appoint John Saupp as District Statistician for the year 2015.

A motion was made by Commissioner Mitchell, seconded by Commissioner Schimikowski and unanimously passed to establish the salary of the Treasurer at \$600 a month for the year 2015.

A motion was made by Commissioner Mitchell to establish the salary of the Secretary/Deputy Treasurer at \$350 a month for the year 2015. There was no second to this motion.

A motion was made by Commissioner Pohl and seconded by Commissioner Clem Schimikowski to establish the salary of the Secretary/Deputy Treasurer at \$275 a month for the year 2015. Commissioner Pohl, Commissioner Schimikowski and Commissioner Cullen voted yes. Commissioner Mitchell voted no.

A motion was made by Commissioner Pohl, seconded by Commissioner Schimikowski and unanimously passed to established the salary of the Statistician including LOSAP at \$250 a month for the year 2015.

A motion was made by Commissioner Pohl, seconded by Commissioner Schimikowski and unanimously passed to establish the salary of the station keeper at \$18.50 an hour for the year 2015.

A motion was made by Commissioner Pohl, seconded by Commissioner Schimikowski and unanimously passed to establish the salary of the part-time employee at \$12.00 an hour for the year 2015.

Personnel on fire station host list will be approved at the January Board meeting.

The appointment of the District Attorney will be approved at the January Board meeting.

A motion was made by Commissioner Pohl, seconded by Commissioner Schimikowski and unanimously passed to establish the First National Bank of Scotia as the official bank for the district for the year 2015.

A motion was made by Commissioner Pohl, seconded by Commissioner Schimikowski and unanimously passed to establish the Daily Gazette as the official publication for the district for the year 2015.

A motion was made by Commissioner Pohl, seconded by Commissioner Schimikowski and unanimously passed to reimburse travel expenses for the year 2015 at the current Federal Business Standard Mileage Rate.

A motion was made by Commissioner Pohl, seconded by Commissioner Schimikowski and unanimously passed to authorize the signature on District checks by either Treasurer Jeffrey Prescott or Deputy Treasurer Elaine Erckman for the year 2015.

A motion was made by Commissioner Pohl, seconded by Commissioner Schimikowski and unanimously passed to hold the monthly Board of Commissioner meetings on the third Monday of every month at the firehouse at 7:00 pm to be proceeded at 6:30 pm 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 Schimikowski, seconded by Commissioner Pohl and unanimously passed to renew District membership in the Association of Fire Districts in the State of New York for the year 2015.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to renew the District membership in the Association of Fire Districts of the Capital Area for the year 2015.

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

- Current Procurement Policy
- Current Alcohol Policy
- Current Investment Policy
- Current Medical Requirements Policy
- Current Chief's Vehicle Policy
- Current Use of Meeting and Training Room Policy- Non-Members
- Current Use of Meeting and Training Room Policy - Members
- Current Host Assignment and Duties Policy
- Current Cell Phone Policy
- Current Vehicle Accident Review Board Policy
- Current Credit Card Policy
- Current Fire District Election Policy
- Current Motor Vehicle Record Policy
- Current Sexual and Non-sexual Harassment Policy
- Current Code of Ethics
- Current Substance Abuse Policy
- Current Travel Policy
- Current Drill Policy
- Current Records Retention and Disposition Policy
- Current National Incident Management Policy
- Current LOSAP Oversight Policy
- Current Vehicle Operator Policy
- NYS Uniform Fire Prevention and Building Code Policy
- Social Media Policy
- Requirements for Attending Training Courses Policy
- Tobacco Free Zone Policy

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

A motion was made by Commissioner Schimikowski, 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 Schimikowski and seconded by Commissioner Pohl and 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. Commissioner Schimikowski, Commissioner Pohl and Commissioner Cullen voted yes. Commissioner Mitchell voted no.

The full amount of the excess carryover will be reported at the January Board meeting.

Chairman of the Board Gerald Cullen will announce the committees for the year 2015 at the January Board meeting.

Treasurer Jeffrey Prescott submitted for the Board's review the accounting of all moneys received and disbursed during the proceeding year of 2014 and all books, records, receipts, orders, vouchers and canceled checks or check images. The bank statement and canceled checks for December 2014 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 motion was made by Commissioner Schimikowski and seconded by Commissioner Pohl to move to Executive Session for the purpose of personnel at 6:34 pm. Commissioner Mitchell declined to attend.

A motion was made by Commissioner Pohl and seconded by Commissioner Schimikowski to return to regular session at 7:03 pm.

A motion was made by Commissioner Pohl and seconded by Commissioner Schimikowski to adjourn at 7:04 pm.

Respectfully submitted,

Elaine Erckman
District Secretary