

EAST GLENVILLE FIRE DISTRICT #3
ORGANIZATIONAL MEETING
January 5, 2016

Present: Commissioner Clem Schimikowski
Commissioner Beth Larson
Commissioner Suzanne Pohl
Commissioner Gerald Cullen
District Treasurer Jeffrey Prescott
District Secretary/Deputy Treasurer Elaine Erckman
Chief Andrew Pohl
1st Assistant Chief Ross Thornhill
Statistician John Saupp

The meeting was called to order by Commissioner Cullen, 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 2016.

A motion was made by Commissioner Larson and seconded by Commissioner Schimikowski and unanimously passed to appoint Gerald Cullen Chairman of the Board of Commissioners for the East Glenville Fire District #3 for the year 2016. Commissioner Cullen accepted the position.

The following notification was sent to the Daily Gazette on December 23, 2015; The Board of Fire Commissioners of East Glenville Fire District #3 would like to announce the election of Gerald Cullen as commissioner for a five-year term and Beth Larson as Commissioner for a two-year term. A special meeting will be held on Friday, January 1, 2016 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 5, 2016 at 6:00 pm at the fire station, 433 Saratoga Road, Glenville, New York. Other members of the Board include Clem Schimikowski and Suzanne Pohl.

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

BE IT RESOLVED to appoint Jeffrey Prescott as District Treasurer for the year 2016.

Jeffrey Prescott was sworn in as Treasurer at this time.

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

BE IT RESOLVED to appoint Elaine Erckman as District Secretary and Deputy Treasurer for the year 2016.

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

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

BE IT RESOLVED to appoint John Saupp as District Statistician for the year 2016.

A motion was made by Commissioner Pohl, seconded by Commissioner Schimikowski and unanimously passed to establish the salary of the Treasurer at \$600 a month for the year 2016.

A motion was made by Commissioner Pohl and seconded by Commissioner Beth Larson and unanimously passed to establish the salary of the Secretary/Deputy Treasurer at \$302.50 a month for the year 2016.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to established the salary of the Statistician including LOSAP at \$325 a month for the year 2016.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to establish the salary of the station keeper at \$18.50 an hour for the year 2016.

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

A motion was made by Commissioner Schimikowski and seconded by Commissioner Pohl and unanimously passed to appoint William N. Young, Jr. the District's attorney for the year 2016 with a retainer fee of \$750, a hourly rate of \$285 and \$150 for all travel time.

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 depository bank and Pioneer Commercial Bank as a secondary depository bank for the district for the year 2016.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to establish the Daily Gazette as the official publication for the district for the year 2016.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to reimburse travel expenses during the year 2016 at the current Federal Business Standard Mileage Rate in effect.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to authorize the signature on District checks by either Treasurer Jeffrey Prescott or Deputy Treasurer Elaine Erckman for the year 2016.

A motion was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to hold the monthly Board of Commissioner meetings on the third Monday of every month in the year 2016 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 Pohl, seconded by Commissioner Schimikowski and unanimously passed to renew District membership in the Association of Fire Districts in the State of New York for the year 2016.

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 2016.

A motion was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to adopt the following District policies for the year 2016;

- 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
- District Phone Plan Policy
- Standard Work Day 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 Pohl and seconded by Commissioner Schimikowski 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 will be reported at the January Board meeting.

Chairman of the Board Gerald Cullen will announce the committees for the year 2016 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 2015 and all books, records, receipts, orders, vouchers and canceled checks or check images. The bank statement and canceled checks for December 2015 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 request for the use of the station has been received from Chris Farley for Saturday, February 6, 2016 for a birthday party. A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the use of the station by Chris Farley for a birthday party to be held on Saturday, February 6, 2016. Chris Farley will host the event.

Commissioner Schimikowski stated that the present Personnel Manual needs to be changed in regards to Bereavement Leave. The present policy to be followed reads as follows; "For purposes of this section, 'immediate family' shall be limited to the employee's spouse, parents, grandparents, children (and their spouses), grandchildren, brothers, sisters, step-parents, step-brothers, step-sisters, or a significant other person with whom the employee has been sharing their home."

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the following change to the Personnel Manual regarding Bereavement Leave; "For purposes of this section, 'immediate family' shall be limited to the employee's spouse and their parents, grandparents, children, etc. retroactive to December 1, 2015"

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the purchase of one (1) 7 Amp Power Supply Inverter from Dura Com Corp not to exceed \$200 to be taken from account A3410.206 Radio/Alarm.

Commissioner Pohl will contact Elegant Interiors regarding the wallpaper to be installed in the classroom. The date that will be presented for the installation the wallpaper will be February 1, 2016.

A discussion was held at the December 21, 2015 Board meeting regarding the storage of the 1937 Sanford fire truck. A contract was received from T-Car which required a signature from the district. It was the decision of the Board to present this contract to the district's insurance agent for review. A copy of the contract was emailed to our agent and was then passed on to the insurance underwriter for their review. At this time we are waiting for a response.

A discussion was held regarding a Standard Work Day Policy. This policy defines the work day for those elected and appointed employees be fixed at not less than six (6) hours per day and it be reported to the New York State and Local Retirement System. The initial policy was approved by the Board on April 19, 2010. This policy is required to be renewed each year.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the adoption of the East Glenville Fire District #3 Standard Work Day Policy at a six (6) hours per day standard work day as of this date of January 5, 2016.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to move to Executive Session for the purpose of personnel at 7:05 pm.

Respectfully submitted,

Elaine Erckman
District Secretary