

EAST GLENVILLE FIRE DISTRICT #3
ORGANIZATIONAL MEETING
January 1, 2021

Present:	Commissioner Beth Larson	Chief Clem Schimikowski
	Commissioner Suzanne Pohl	1 st Assistant Chief Michael Boisclair
	Commissioner Ross Thornhill	2 nd Assistant Chief Nick Abel
	Commissioner Wendi Gapczynski	
	Commissioner Dave Costello	
	District Treasurer Jeffrey Prescott	
	District Secretary Elaine Erckman	

A motion was made by Commissioner Thornhill seconded by Commissioner Larson and unanimously passed to designate Dave Costello as the temporary chairman of the board.

The Board of Fire Commissioners Organizational meeting was held via Zoom Webinar on was called to order by Commissioner Costello as the designated temporary chairman at 11:05 am with the Pledge of Allegiance to the Flag.

Commissioner Costello asked for nominations for the position of Chairman of the Board for the year 2021.

A motion was made by Commissioner Larson seconded by Commissioner Thornhill and unanimously passed to appoint Dave Costello as Chairman of the Board of Commissioners for the East Glenville Fire District #3 for the year 2021.

The following notification was sent to the Daily Gazette on December 22, 2020; The Board of Fire Commissioners of East Glenville Fire District #3 announces the election of Dave Costello as Commissioner for a five-year term and Wendi Gapczynski as Commissioner for two-year term. A special meeting will be held on January 1, 2021 at 10 am to install the following chiefs: Chief, Clem Schimikowski, 1st Assistant Chief Mike Boisclair and 2nd Assistant Chief Nick Abel. The Organizational meeting for the Board of Commissioners will be held on January 1, 2021 directing following the Oath Ceremony. Other members of the Board include Ross Thornhill, Suzanne Pohl and Beth Larson.

A motion was made by Commissioner Costello seconded by Commissioner Thornhill and unanimously passed:

BE IT RESOLVED to appoint Jeffrey Prescott as District Treasurer for the year 2021.

Jeffrey Prescott read the oath of office as District Treasurer commencing as of this date January 1, 2021.

A motion was made by Commissioner Ross seconded by Commissioner Costello and unanimously passed:

BE IT RESOLVED to appoint Elaine Erckman as District Secretary and Deputy Treasurer for the year 2021.

Elaine Erckman read the oath of office as secretary/deputy treasurer commencing as of this date January 1, 2021.

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

BE IT RESOLVED to appoint John Saupp as District Statistician for the year 2021.

John will be sworn in at a later date.

Please make note that Dave Costello was sworn in as Fire District Commissioner for a five-year term and Wendi Gapczynski was sworn in as Fire District Commissioner for a two-year term at an earlier special meeting held at 10:00 am this date January 1, 2021. The Chief Clem Schimikowski, 1st Assistant Chief Michael Boisclair and 2nd Assistant Chief Nick Abel were also sworn in at the special meeting held this date January 1, 2021. All newly elected commissioners and chiefs are asked to sign the oath book with the town clerk as soon as arrangements can be made to do so.

The newly elected Commissioner, Wendi Gapczynski, is of the Jewish faith and the Board would like to thank Commissioner Gapczynski for the Torah which she generously donated to the Board of Fire Commissioners.

A motion was made by Commissioner Thornhill seconded by Commissioner Pohl and unanimously passed to establish the salary of the Treasurer at \$671.62 a month for the year 2021.

A motion was made by Commissioner Thornhill seconded by Commissioner Gapczynski and unanimously passed to establish the salary of the Secretary/Deputy Treasurer at \$329.40 a month for the year 2021.

A motion was made by Commissioner Thornhill seconded by Commissioner Pohl and unanimously passed to establish the salary of the Statistician including LOSAP at \$361.64 a month for the year 2021.

A motion was made by Commissioner Thornhill seconded by Commissioner Larson and unanimously passed to establish the hourly rate of the station keeper at \$16.53 an hour for the year 2021.

Due to the COVID 19 situation and the fire station being, closed the personnel on the fire station host list will be approved at a later time.

A motion was made by Commissioner Pohl and seconded by Commissioner Thornhill and unanimously passed to appoint William N. Young, Jr. the District's attorney for the year 2021 with a retainer fee of \$250, a hourly rate of \$285 and \$150 for all travel time.

A motion was made by Commissioner Thornhill seconded by Commissioner Larson and unanimously passed to establish the First National Bank of Scotia as the official depository bank and Pioneer Commercial Bank and Key Bank as the secondary depository banks for the district for the year 2021.

A motion was made by Commissioner Thornhill seconded by Commissioner Gapczynski and unanimously passed to establish the Daily Gazette as the official publication for the district for the year 2021.

A motion was made by Commissioner Thornhill seconded by Commissioner Larson and unanimously passed to reimburse travel expenses during the year 2021 at the current Federal Business Standard Mileage Rate in effect.

A motion was made by Commissioner Larson seconded by Commissioner Thornhill and unanimously passed to authorize the signature on District checks by either the Treasurer Jeffrey Prescott or the Deputy Treasurer Elaine Erckman for the year 2021.

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 2021 at the firehouse or virtual at 7:00 pm to be proceeded at 6:30 pm by a workshop. Notice to appear in the Daily Gazette the official publication of the district sent certified mail return receipt, with copies entered into the minutes.

A motion was made by Commissioner Thornhill seconded by Commissioner Costello and unanimously passed to renew the District membership in the Association of Fire Districts in the State of New York for the year 2021.

A motion was made by Commissioner Thornhill seconded by Commissioner Costello and unanimously passed to adopt the following District policies with amendments for the year 2021;

Current Alcohol Policy

Current Chief's Vehicle Policy

Current Medical Requirements Policy

Current Procurement Policy

Current Investment Policy

(The Investment Policy will be updated to include the NY Class investment option.)

Current Use of Meeting and Training Room Policy – Non-Members

Current Use of Meeting and Training Room Policy – Members

(The meeting time to be changed on the Use of Meeting and Training Room Policy – Non-Members from 7:30 pm to 7:00 pm. The meeting time for presenting the application in person to the Board to be changed on the Use of Meeting and Training Room Policy – Members from 7:30 pm to 7:00 pm.)

Current Host Assignment and Duties Policy
 Current Cell Phone Policy
 (The Cell Phone Policy needs to be updated to reflect a name change.)
 Current Credit Card Policy
 (The Credit Card Policy will be amended to reflect peak positions that are assigned the credit cards rather than individual names.)
 Current Travel Policy
 Current Code of Ethics
 Current Sexual and Non-sexual Harassment Policy
 Current Substance Abuse Policy
 Current Vehicle Operator Policy
 Current Motor Vehicle Record Policy
 Current Vehicle Accident Review Board Policy
 Current National Incident Management Policy
 Current Drill Policy
 Current LOSAP Oversight Policy
 Current Fire District Election Policy
 (The meeting time to be changed on the Use of Meeting and Training Room Policy – Non-Members from 7:30 pm to 7:00 pm. The meeting time for presenting the application in person to the Board to be changed on the Use of Meeting and Training Room Policy – Members from 7:30 pm to 7:00 pm.)
 Current Records Retention and Disposition Policy
 (The Records Retention Policy was voted on in September 2020 to reflect the use of the LGS1 Retention Schedule.)
 NYS Uniform Fire Prevention and Building Code Policy
 Current Social Media Policy
 (The Social Media Policy updated to reflect the date of September 17, 2018.)
 Current Driver Age Policy
 Requirements for Attending Training Courses Policy
 Tobacco Free Zone Policy
 District Phone Plan Policy
 Standard Work Day Policy
 Fund Balance Policy
 Agreement Between Town of Glenville and EGFD Driving Services
 Whistleblower Policy

Policies to be written and approved by the Board are a Financial Policy, a Pandemic Policy and an Audio and Video Recording Policy.

The amendments will be made to each policy and Commissioner Costello and the District Secretary will sign each policy.

Commissioner Costello on behalf of the Board thanked Commissioner Thornhill for all of the time and effort taken to review all of the policies and for entering them electronically. This makes it possible for each member of the fire department to have a copy.

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

A motion was made by Commissioner Larson seconded by Commissioner Gapczynski and unanimously passed to pay fixed salaries or compensation for services 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 Costello seconded by Commissioner Thornhill and unanimously passed to pay principal or interest in indebtedness prior to audit.

A motion was made by Commissioner Thornhill seconded by Commissioner Larson 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 Gapczynski 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.

Chairman of the Board Costello will announce the committees for the year 2021 at the January Board meeting.

Treasurer Jeffrey Prescott submitted for the Board's review the accounting of all moneys received and disbursed during the preceding year of 2020 and all books, records, receipts, orders, vouchers and canceled checks or check images. The bank statement and canceled checks for December 2020 will be available at the January Board meeting. Also submitted was a statement in writing showing his receipts and disbursements for the preceding fiscal year. A copy of these receipts and disbursements was presented to the district secretary to be filed with the minutes for the preceding year.

Statistician John Saupp will submit the LOSAP report to the Board for their review to be filed in February 2021.

The district domain name, which is eastglenvillefd.com. will be renewed automatically. The fiscal year dates are January 14 through January 13.

A discussion was held regarding the upcoming Commissioner training which will be held in March at the Clifton Park fire station. It was requested that the Chiefs, the secretary and the treasurer be included in this seminar. The Chief will check with the other Chiefs to see if they would like to attend. There is also the option of on-line training for Commissioner. This will be discussed at the January Board meeting.

Commissioner Larson thanked the Commissioner Costello for all his hard work preparing for the upcoming year and Commissioner Thornhill for his service and technical assistance on the Board. Also thank you to Chief Schimikowski and two assistants and for your willing to service. Commissioner Gapczynski welcome to the Board and remember it is only one and a half each month.

A motion was made by Commissioner Costello seconded by Commissioner Larson and unanimously passed to adjourn at 11:47 am.

Respectfully submitted,

Elaine Erckman
District Secretary

