EAST GLENVILLE FIRE DISTRICT #3
ORGANIZATIONAL MEETING
January 2, 2019

Present: Commissioner Brian DeLaFleur
Commissioner Suzanne Pohl
Commissioner Dave Costello
Commissioner Mike Petroski
District Treasurer Jeffrey Prescott
District Secretary/Deputy Treasurer Angel Vaughters
Chief Ross Thornhill
1st Assistant Chief Rich Carr
2nd Assistant Chief Clem Schimikowski
Statistician John Saupp

The meeting was called to order by Commissioner DeLaFleur, as the designated temporary chairman, at 6:30 pm with the Pledge of Allegiance to the Flag.

Secretary Vaughters asked for nominations for the position of Chairman of the Board for the year 2019.

A motion was made by Commissioner Petroski and seconded by Commissioner Costello and unanimously passed to appoint Brian DeLaFleur, Chairman of the Board of Commissioners for the East Glenville Fire District #3 for the year 2019. Commissioner DeLaFleur accepted the position.

The following notification was sent to the Daily Gazette; The Board of Fire Commissioners of East Glenville Fire District #3 would like to announce the election of Brian DeLaFleur as commissioner for a five-year term and David Costello as Commissioner for a two-year term. A special and organizational meeting for the Board of Fire Commissioners will be held on January 2nd, 2019 at 6:30 pm at the fire station, 433 Saratoga Road, Glenville, New York to install the following chiefs: Ross Thornhill, Chief, Richard Carr, 1st Assistant Chief and Clem Schimikowski, 2nd Assistant Chief. Other members of the Board include Mike Petroski, Beth Larson and Suzanne Pohl.

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

BE IT RESOLVED to appoint Jeffrey Prescott as District Treasurer for the year 2019.
Jeffrey Prescott was sworn in as Treasurer at this time.

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

BE IT RESOLVED to appoint Angel Vaughters as District Secretary and Deputy Treasurer for the year 2019. Angel Vaughters was sworn in as Secretary/Deputy Treasurer for the year 2019.

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

BE IT RESOLVED to appoint John Saupp as District Statistician for the year 2019.

A motion was made by Commissioner Petroski, seconded by Commissioner Pohl and unanimously passed to establish the salary of the Treasurer at $650.00 a month for the year 2019.

A motion was made by Commissioner Petroski and seconded by Commissioner Pohl and unanimously passed to establish the salary of the Secretary/Deputy Treasurer at $240.00 a month for the year 2019.

A motion was made by Commissioner Petroski, seconded by Commissioner Pohl and unanimously passed to established the salary of the Statistician at $350.00 a month for the year 2019.

A motion was made by Commissioner Pohl, seconded by Commissioner Petroski and unanimously passed to establish the salary of the station keeper at $16.00 an hour for the year 2019.

A motion was made by Commissioner Costello, seconded by Commissioner Petroski and unanimously passed to establish the salary of the station administrator at $17.50 an hour for the year 2019.

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

A motion was made by Commissioner Pohl and seconded by Commissioner Petroski and unanimously passed to appoint William N. Young, Jr. the district's attorney for the year 2019 with a retainer fee of $250.00 an hourly rate of $285.00 and $150.00 for all travel time.

A motion was made by Commissioner Petroski, seconded by Commissioner Costello and unanimously passed to establish the First National Bank of Scotia as the official bank and Pioneer Commercial Bank, Key Bank and Trustco Bank as secondary banks for the district for the year 2019.

A motion was made by Commissioner Costello, seconded by Commissioner Pohl and unanimously passed to establish the Daily Gazette as the official publication for the district for the year 2019.

A motion was made by Commissioner Petroski, seconded by Commissioner Costello and unanimously passed to reimburse travel expenses for the year 2019 at the current Federal Business Standard Mileage Rate.

A motion was made by Commissioner Pohl, seconded by Commissioner Petroski and unanimously passed to authorize the signature on District checks by either Treasurer Jeffrey Prescott or Deputy Treasurer Angel Vaughters for the year 2019.

A motion was made by Commissioner Petroski, seconded by Commissioner Costello and unanimously passed to hold the monthly Board of Commissioner meetings on the third Monday of every month in the year 2019 at the firehouse at 7:00 pm to be proceeded at 6:30 pm by a workshop. Notice to appear in the official publication with copies entered into the minutes.

A motion was made by Commissioner Pohl, seconded by Commissioner Petroski unanimously passed to renew District membership in the Association of Fire Districts in the State of New York for the year 2019.

A motion was made by Commissioner Pohl, seconded by Commissioner Petroski and unanimously passed to adopt the following district policies for the year 2019;

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
Whistleblower Policy

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

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

A motion was made by Commissioner Costello, 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 Petroski and seconded by Commissioner Costello 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 Brian DeLaFleur will announce the committees for the year 2019 at the January Board meeting.

Treasurer Jeffrey Prescott will submit for the Board's review the accounting of all moneys received and disbursed during the preceding year of 2018 and all books, records, receipts, orders, vouchers and canceled checks or check images at the January Commissioners meeting. The bank statement and canceled checks for December 2018 will be available at the January Commissioners meeting. Also, he will submit a statement in writing showing his receipts and disbursements for the preceding fiscal year. A copy of these receipts and disbursements will be presented to the district secretary to be filed with the minutes for the preceding year at the January Board of Commissioners meeting.

Chairman of the Board Brian DeLaFleur swore in Chief Ross Thornhill, 1st Assistant Chief Richard Carr and 2nd Assistant Chief Clem Schimikowski.

A motion of Resolution was made by Commissioner Costello, seconded by Commissioner Petroski and unanimously passed to approve the payment of Abstract 12A, voucher #428 through #438 in the total amount of $148,229.27.

A motion was made by Commissioner Petroski, seconded by Commissioner Costello and unanimously passed to adjourn at 6:55 pm.

Respectfully submitted,

Angel Vaughters
District Secretary