EAST GLENVILLE FIRE DISTRICT #3
ORGANIZATIONAL MEETING
January 6, 2020

Present: Commissioner Dave Costello
Commissioner Beth Larson
Commissioner Suzanne Pohl
Commissioner Michael Bartlett
Commissioner Ross Thornhill
District Treasurer Jeffrey Prescott
District Secretary/Deputy Treasurer Angel Vaughters
Chief Clem Schimikowski
2nd Assistant Chief Mike Boisclair
Statistician John Saupp

The meeting was called to order by Commissioner DeLaFleur, as the designated temporary chairman, at 6:32 pm with the Pledge of Allegiance to the Flag.

Secretary Angel Vaughters asked for nominations for the position of Chairman of the Board for the year 2020.

A motion was made by Commissioner Thornhill and seconded by Commissioner Pohl and unanimously passed to appoint Dave Costello, Chairman of the Board of Commissioners for the East Glenville Fire District #3 for the year 2020. Commissioner Costello 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 Suzanne Pohl as commissioner for a five-year term and Michael Bartlett as Commissioner for a three-year term, and Ross Thornhill as Commissioner for a two-year term. Other members of the Board include Beth Larson and Dave Costello. An Organizational meeting for the Board of Fire Commissioners will be held January 6, 2019 at 6:30 pm at the fire station, 433 Saratoga Road, Glenville, New York. On January 1st, 2020 Clem Schimikowski will be sworn in as Fire Chief, Richard Carr, 1st Assistant Chief and Michael Boisclair, 2nd Assistant Chief

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

BE IT RESOLVED to appoint Jeffrey Prescott as District Treasurer for the year 2020.
Jeffrey Prescott was sworn in as Treasurer at this time.

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

BE IT RESOLVED to appoint Angel Vaughters as District Secretary and Deputy Treasurer for the year 2020. Angel Vaughters was sworn in as Secretary/Deputy Treasurer at this time.

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 2020.

A motion was made by Commissioner Bartlett, seconded by Commissioner Thornhill and unanimously passed to establish the salary of the Treasurer at $663.00 a month for the year 2020.

A motion was made by Commissioner Bartlett and seconded by Commissioner Thornhill and unanimously passed to establish the salary of the Secretary/Deputy Treasurer at $244.80 a month for the year 2020.

A motion was made by Commissioner Pohl, seconded by Commissioner Thornhill and unanimously passed to established the salary of the Statistician at $357.00 a month for the year 2020.

A motion was made by Commissioner Pohl, seconded by Commissioner Bartlett and unanimously passed to establish the salary of the station keeper at $16.32 an hour for the year 2020.

A motion was made by Commissioner Larson, seconded by Commissioner Thornhill and unanimously passed to establish the salary of the station administrator at $17.85 an hour for the year 2020.

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

A motion was made by Commissioner Thornhill and seconded by Commissioner Pohl and unanimously passed to appoint William N. Young, Jr. the district's attorney for the year 2020 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 Thornhill, seconded by Commissioner Pohl and unanimously passed to establish the First National Bank of Scotia as the official bank and Pioneer Commercial Bank and Key Bank as secondary banks for the district for the year 2020.

A motion was made by Commissioner Thornhill, seconded by Commissioner Larson and unanimously passed to establish the Daily Gazette as the official publication for the district for the year 2020.

A motion was made by Commissioner Thornhill, seconded by Commissioner Bartlett and unanimously passed to reimburse travel expenses for the year 2020 at the current Federal Business Standard Mileage Rate.

A motion was made by Commissioner Thornhill, seconded by Commissioner Pohl and unanimously passed to authorize the signature on District checks by either Treasurer Jeffrey Prescott or Deputy Treasurer Angel Vaughters for the year 2020.

A motion was made by Commissioner Pohl, seconded by Commissioner Thornhill and unanimously passed to hold the monthly Board of Commissioner meetings on the third Monday of every month in the year 2020 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 Thornhill, seconded by Commissioner Pohl unanimously passed to renew District membership in the Association of Fire Districts in the State of New York for the year 2020.

A motion was made by Commissioner Pohl, seconded by Commissioner Thornhill and unanimously passed to adopt the following district policies for the year 2020;

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 Thornhill, seconded by Commissioner Bartlett and unanimously passed to pay all vouchers by abstract with approval by the Board of Commissioners.

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

A motion was made by Commissioner Pohl, seconded by Commissioner Thornhill 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 Thornhill and seconded by Commissioner Bartlett 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 Dave Costello will announce the committees for the year 2020 at the January Commissioners 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 2019 and all books, records, receipts, orders, vouchers and canceled checks or check images at the January Commissioners Board meeting. The bank statement and canceled checks for December 2019 will be available at the January Commissioners Board 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 Dave Costello swore in Commissioner Suzanne Pohl, Treasurer Jeffrey Prescott and Secretary/Deputy Treasurer Angel Vaughters and reminded all to sign at Town Hall.

The Board agrees that Commissioner training in March should be open to (3) Chief’s and Treasurer along with new Commissioners.

Statistician John Saupp reports that LOSAP reports are being completed for review and submittal in February 2020.

A motion was made by Commissioner Thornhill, seconded by Commissioner Bartlett and unanimously passed to adjourn at 7:10 pm.

Respectfully submitted,

Angel Vaughters
District Secretary