EAST GLENVILLE FIRE DISTRICT #3
ORGANIZATIONAL MEETING
January 3, 2023

Present: Commissioner Wendi Gapczynski
Commissioner Beth Larson
Commissioner Ken Abel
Commissioner Doug Bradt
Commissioner Ross Thornhill
District Treasurer Jeffrey Prescott
District Secretary Lindsay Abel
District Administrator Debbie Priddle
Deputy Treasurer Elaine Erkman
Chief Nick Abel
1st Assistant Chief Mike Meier
Past Chief Schimikowski

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

The Board of Commissioners Organizational meeting was called to order by Commissioner Bradt as the designated temporary chairman at 7:00 pm with the Pledge of Allegiance to the Flag.

Commissioner Gapczynski asked for nominations for the position of Chair of the Board for the year 2022.

A motion was made by Commissioner Larson seconded by Commissioner Thornhill and unanimously passed to appoint David Gapczynski as Chairman of the Board of Commissioners for the East Glenville Fire District #3 for the year 2023.

The following notification was sent to the Daily Gazette on December 21, 2021; Ntice is hereby given that the Board of Fire Commissioners of the East Glenville Fire District #3 will be holding an organizational meeting at 7pm on Tuesday 1/3/2023 at the the Fire Station located at 433 Saratoga Road, Glenville, NY. Please contact the District Secretary at 518-399-1641 with any questions or concerns, By Order of the Board of Fire Commissioners, East Glenville Fire District #3, Lindsay Abel, Fire District Secretary
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A motion was made by Commissioner Thornhill and seconded by Commissioner Larson and passed:

BE IT RESOLVED to appoint Jeffrey Prescott as District Treasurer for the year 2023.

Jeffrey Prescott was administered the oath of office as District Treasurer commencing as of this date January 3, 2023.

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A motion was made by Commissioner Thornhill and seconded by Commissioner Bradt and passed:

BE IT RESOLVED to appoint Lindsay Abel as District Secretary for the year 2023.

Lindsay Abel was administered the oath of office as District Secretary for the year 2023.

A motion was made by Commissioner Thornhill and seconded by Commissioner Bradt and passed:

BE IT RESOLVED to appoint Elaine Erckman as Deputy Treasuere for the year 2023.

Elaine Erckman was administered the oath of office as Deputy Secretary for the year 2023.

Please make note that Wendi Gapczynski was sworn in as Fire District Commissioner for a five-year term, Doug Bradt, was sworn in as Fire District Commissioner for a 3- year term, and Ken Abel was sworn in as Fire District Commissioner for a 2-year term at a special meeting held on January 1, 20223. Chief Nick Abel and 1st Assistant Chief Mike Meier were also sworn in on January 1, 2023. The newly elected commissioner, chiefs, district treasurer and district secretary are asked to sign the oath book with the Glenville Town Clerk at their earliest convenience.

A motion was made by Commissioner Abel and seconded by Commissioner Thornhill and passed to establish the salary of the District Treasurer at $698.75 a month for the year 2023.

A motion was made by Commissioner Larson and seconded by Commissioner Bradt and passed to establish the salary of the Deputy Treasurer at $31.21 a month for the year 2023.

A motion was made by Commissioner Larson and seconded by Commissioner Thornhill and passed to establish the salary of the District Secretary at $265.39 a month for the year 2023.

A motion was made by Commissioner Larson and seconded by Commissioner Thornhill and passed to establish the salary of the station keeper at $17.20 an hour for the year 2023.

A motion was made by Commissioner Larson and seconded by Commissioner Abel and passed to establish the salary of the district administration at $18.36 an hour for the year 2023.

Discussion was held regarding personnel on the fire station host list, this will be posted and approved in the January meeting.

A motion was made by Commissioner Thonrhill and seconded by Commissioner Larson and unanimously approved to appoint Tadeo, Shahan & Reisner LLP as attorney for the year 2023.

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A motion was made by Commissioner Thornhill and seconded by Commissioner Bradt and passed to establish the First National Bank of Scotia as the primary bank, Key Bank as he secondary bank, and NY Class as the tertiary bank. They are to be the official banks for the year 2023.

A motion was made by Commissioner Thonhill and seconded by Commissioner Abel and passed to designate the Daily Gazette as the official newspaper for the year 2023.

A motion was made by Commissioner Thornhill and seconded by Commissioner Bradt to reimburse travel expenses for the year 2023 at the current Federal Business Standard Mileage Rate.

A motion was made by Commissioner Larson and seconded by Commissioner Thornhill to authorize signature on District checks by either the treasurer Jeffrey Prescott or the deputy treasurer Elaine Erckman.

A motion was made by Commissioner Thornhill and seconded by Commissioner Abel and passed that the regular monthly meetings of East Glenville Fire District #3 will be held 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 be sent certified mail/return receipt to the official publication of the district with a copy entered into the minutes.

A motion was made by Commissioner Thornhill and seconded by Commissioner Bradt and passed to renew the district membership in the Association of Fire Districts in the State of New York for the year 2023.

A motion was made by Commissioner Thornhill and seconded by Commissioner Bradt and passed to renew the district membership in the Association of Fire Districts of the Capital Area for the year 2023.

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson and passed to adopt the following district policies for the year 2022:

Current Alcohol Consumption Policy
Current Chief's Vehicle Policy
Current Medical Requirements for Firefighters
Current Procurement Policy
Current Investment Policy
Current Cell Phone Policy
Current Credit Card Policy
Current Travel Policy
Current Code of Ethics
Current Sexual and Non-Sexual Harrassment Policy
Current Substance Abuse Policy
Current Vehicle Operater Policy
Current Motor Vehicle Record (MVR) Policy

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Current Vehicle Accident Review Board Policy
Current National Incident Management System (NIMS) Policy
Current Drill Policy
Current LOSAP Oversight Policy
Current Fire District Elections Policy
Current Records Retention Policy
Current NYS Uniform Fire Prevention and Building Code
Current Social Media Policy
Current Driver Age Policy
Current Requirements for Attending Training Courses
Current Tobacco Free Zone Policy
Current Optional Cell Phone Plan/District Phone Plan Policy
Current Standard Work Day Policy
Current Fund Balance Policy
Current Agreement between Town of Glenville and EGFD Driving Services
Current Whistleblower Policy
Covid Response Plan
Current Optional Physical Fitness Reimbursement Program for Active Members
Current Marijuana Policy
Current Live Burn Training Resolution
Current CCTV Policy

Discussion was held regarding corrections to the EGFD Facility Use Policy as well as what the room occupencies are. Commissioner Larson will call the Town to have someone provide that information.

A motion was made by Commissioner Thornhill, seconded by Commissioner Larson and unanimously approved to accept the revised EGFD Facility Use Policy with the intent to add room occupency.

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

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

A motion was made by Commissioner Thornhill and seconded by Commissioner Bradt and passed to pay amounts becoming due upon lawful contracts for a period exceeding one year, in addition, the payments or claims for public utility services such as electric, gas, water, sewer, telephone, internet and the payment of postage, freight and express charges prior to audit.

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A motion was made by Commissioner Larson and seconded by Commissioner Gapczynski and passed to allow the chief to spend $999.99 per purchase on items required during the periods between monthly Board meetings not to exceed $2,000 per month.

After discussion it was decided that the committees for the year 2023 will be announced at the January 2022 Board meeting.

Treasurer Jeffrey Prescott submitted for the Board's review the accounting of all moneys received and disbursed during the proceeding year of 2022 and all books, records, receipts, orders, vouchers and canceled checks or check images. The bank statement and canceled checks for December 2022 will be available at the January 2023 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.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski to adjourn at 6:38 pm.

Respectfully submitted,

Elaine Erckman
District Secretary

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