

MINUTES

Organizational Meeting - January 7, 2023

Meeting called to order by Treasurer, K. Dodge, at 9:05 a.m. followed by the pledge to the flag.

Board members and attendees were: D. Efaw, D. Joy, J. Joy, R. Purzycki, W. Dvorscak, Secretary/Treasurer K Dodge, Chief D. Dodge, Asst. Chief J. Riemenschneider.

Newly elected Commissioner William Dvorscak was sworn into office.

The Secretary/Treasurer, Kelly Dodge, called for nominations for chairman.

A Motion **was made** by R. Purzycki to appoint D. Efaw as Chairman, second by W. Dvorscak and carried by a vote of 5-0.

Commissioner Efaw – Yes	Commissioner Dvorscak – Yes	Commissioner J. Joy – Yes
Commissioner D. Joy – Yes	Commissioner Purzycki – Yes	

Meeting passed to Chairman D. Efaw.

Chairman Efaw stated that notification of the meeting was sent to the designated media outlet, The Times Union on 12/19/22 and was posted on the district’s website and signboard. Acknowledgement was received from The Times Union on 12/19/22.

A Motion **was made** by R. Purzycki to appoint W. Dvorscak as Vice-Chairman, second by D. Efaw, and carried by a vote of 3-2.

Commissioner Efaw – Yes	Commissioner Dvorscak – Yes	Commissioner J. Joy – No
Commissioner D. Joy – No	Commissioner Purzycki – Yes	

A Motion **was made** by J. Joy to empower the Chairman or in his or her absence, the Vice-Chairman, to sign any contracts of the district on the district’s behalf whenever such contracts are approved by at least three members of the board at a meeting of the board during the year, second by D. Joy, and carried by a vote of 5-0.

Commissioner Efaw – Yes	Commissioner Dvorscak – Yes	Commissioner J. Joy – Yes
Commissioner D. Joy – Yes	Commissioner Purzycki – Yes	

A Motion **was made** by D. Joy to approve the Chief Officers elected for 2023, second by R. Purzycki, and carried by a vote of 5-0.

Commissioner Efaw – Yes	Commissioner Dvorscak – Yes	Commissioner J. Joy – Yes
Commissioner D. Joy – Yes	Commissioner Purzycki – Yes	

Resolution # 2023 1.1 – Meeting Dates and Times

BE IT RESOLVED that the regular meetings of the Guilderland Center Fire District will be held on the third Monday of each month at 6:30 pm with the exception of the February, which will be held on the second

Monday and December, which will be held on the second Tuesday. All regular meetings will be held at the Guilderland Center Fire House located at 30 School Road, Guilderland Center, NY 12085. The location and time of the meeting may be changed by the Board of Fire Commissioners upon proper notification to the local media of such change.

A Motion **was made** by D. Joy to establish monthly meeting time and date as the third Monday of each month at 6:30 p.m., with the exception of February on 2/13/23 and December on 12/12/23, second by W. Dvorscak, and carried by a vote of 5-0.

Commissioner Efaw – Yes	Commissioner Dvorscak – Yes	Commissioner J. Joy – Yes
Commissioner D. Joy – Yes	Commissioner Purzycki – Yes	

Resolution # 2023 1.2 – Fixed Salary of Secretary/Treasurer

BE IT RESOLVED that Kelly Dodge is hereby appointed Secretary and Treasurer of the Guilderland Center Fire District. The salary for this position is fixed at \$ 37,000 per year.

A Motion **was made** by D. Joy to appoint Kelly Dodge to the position of Secretary and Kelly Dodge to the position of Treasurer at a fixed salary of \$37,000 per year, second by J. Joy, and carried by a vote of 3-1-1.

Commissioner Efaw – Abstained	Commissioner Dvorscak – No	Commissioner J. Joy – Yes
Commissioner D. Joy – Yes	Commissioner Purzycki – Yes	

Secretary/Treasurer Kelly Dodge was sworn into office.

Resolution # 2023 1.3 – To Appoint and Bond Secretary/Treasurer

BE IT RESOLVED that Kelly Dodge is hereby appointed District Purchasing Agent and District Records Access Officer of the Guilderland Center Fire District.

A Motion **was made** by D. Joy to appoint Secretary/Treasurer Kelly Dodge as Director of Purchasing, second by R. Purzycki, and carried by a vote of 4-1.

Commissioner Efaw – Yes	Commissioner Dvorscak – Abstained	Commissioner J. Joy – Yes
Commissioner D. Joy – Yes	Commissioner Purzycki – Yes	

A Motion **was made** by D. Joy to appoint Secretary/Treasurer Kelly Dodge as the District Records Access Officer, second by W. Dvorscak, and carried by a vote of 5-0.

Commissioner Efaw – Yes	Commissioner Dvorscak – Yes	Commissioner J. Joy – Yes
Commissioner D. Joy – Yes	Commissioner Purzycki – Yes	

A Motion **was made** by W. Dvorscak to approve Bonding for Secretary/Treasurer to \$550,000.00, second by D. Joy, and carried by a vote of 5-0.

Commissioner Efaw – Yes	Commissioner Dvorscak – Yes	Commissioner J. Joy – Yes
Commissioner D. Joy – Yes	Commissioner Purzycki – Yes	

Resolution # 2023 1.4 – Submit Annual Report

BE IT RESOLVED that the fire district treasurer of the Guilderland Center Fire District is hereby authorized within 60 days after the end of the fiscal year to submit the annual report required by General Municipal Law Section 30.

A motion **was made** by D. Joy to authorize the Secretary/Treasurer to submit a copy of the annual report for 2022 within 60 days after the end of the fiscal year, second by W. Dvorscak and carried by a vote of 5-0.

Commissioner Efaw – Yes Commissioner Dvorscak – Yes Commissioner J. Joy – Yes
Commissioner D. Joy – Yes Commissioner Purzycki – Yes

Resolution # 2023 1.5 – District Attorney

BE IT RESOLVED that William Young of Young, Fenton, Kelsey & Brown, PC is hereby appointed attorney for the Guilderland Center Fire District for the year 2023.

A Motion **was made** by W. Dvorscak to retain William Young of Young, Fenton, Kelsey & Brown, P.C. as Fire District Attorney, second by R. Purzycki, and carried by a vote of 3-0.

Commissioner Efaw – Yes Commissioner Dvorscak – Yes Commissioner J. Joy – No
Commissioner D. Joy – No Commissioner Purzycki – Yes

Resolution # 2023 1.6 – District Service Contracts, Contractors, Consultants and/or Leases

BE IT RESOLVED that upon review, the Guilderland Center Fire District approves the following yearly services, contracts, consultants and /or leases:

A Motion **was made** by D. Joy, second by J. Joy to retain service contracts, services, contractors, consultants and/or leases with the following: BST for accounting and audit; Doyle Security Services for alarm system maintenance and monitoring; FamilyDanz for heaters in bays; Firefly as district LOSAP administrator; Firematic Supply Company for apparatus services; Godaddy for website domain and email accounts; Hopmeier, Evans, and Gage as district insurance agent or broker; Matthews Sprinkler for sprinkler maintenance; Northeast Refrigeration for heating and cooling maintenance; R. Santorelli Electric for generator maintenance; Regal Custom Services for IT services; Paiges Cleaning Service for janitorial services, UBS for investment services; Vinnie’s Lawn & Landscape for snow plowing and WorkFit Medical and Access Health as the district physician/medical authority. Landscape services to be determined upon spring season, and carried by a vote of 5-0.

Commissioner Efaw – Yes Commissioner Dvorscak – Abstained Commissioner J. Joy – Yes
Commissioner D. Joy – Yes Commissioner Purzycki – Yes

Resolution # 2023 1.7 – Official Newspaper

BE IT RESOLVED that the Altamont Enterprise and the Times Union are designated the official newspapers of the Guilderland Center Fire District. These publications are in general circulation within the Guilderland Center Fire District.

A Motion **was made** by D. Joy to designate the *Altamont Enterprise*, located in Altamont, NY as the official newspaper and the *Times Union* located in Albany, NY as a secondary newspaper, second by J. Joy, and carried by a vote of 5-0.

Commissioner Efaw – Yes
Commissioner D. Joy – Yes

Commissioner Dvorscak – Yes
Commissioner Purzycki – Yes

Commissioner J. Joy – Yes

Resolution # 2023 1.8 – Official Bank

BE IT RESOLVED that the 1st National Bank of Scotia is designated as the official bank of the Guilderland Center Fire District.

A Motion **was made** by D. Joy to designate 1st National Bank of Scotia as the official bank of the fire district and Key Bank, Bank of America, M&T Bank, Berkshire Bank, and NBT Bank as secondary official banks of depository, second by R. Purzycki and carried by a vote of 5-0.

Commissioner Efaw – Yes
Commissioner D. Joy – Yes

Commissioner Dvorscak – Yes
Commissioner Purzycki – Yes

Commissioner J. Joy – Yes

Resolution # 2023 1.9 – Membership in County and State Associations

BE IT RESOLVED that the Guilderland Center Fire District will maintain and/or support membership in the following organizations:

A Motion **was made** by W. Dvorscak to maintain or support membership for the board of fire commissioners and the chiefs in the following organizations; Association of Fire Districts of the State of New York, Fireman’s Association of the State of New York, Town of Guilderland Fire Chiefs Association, Albany County Volunteer Firemen’s Association, Albany County Rural Fire Chief’s Association and NYS Association of Fire Chiefs and approve the annual dues for each, second by D. Joy, and carried by a vote of 5-0.

Commissioner Efaw – Yes
Commissioner D. Joy – Yes

Commissioner Dvorscak – Yes
Commissioner Purzycki – Yes

Commissioner J. Joy – Yes

Resolution # 2023 2.0 – Mileage Allowance

BE IT RESOLVED that the Guilderland Center Fire District has established a mileage allowance in effect with the IRS standard rate and if adjusted by the IRS, the Guilderland Center Fire District will adjust to the prevailing rate.

A Motion **was made** by W. Dvorscak to establish a mileage allowance of 65.5¢ per mile in keeping with the IRS standard rate, and if adjusted by the IRS, to adjust to the prevailing rate in effect, second by R. Purzycki, and carried by a vote of 5-0.

Commissioner Efaw – Yes
Commissioner D. Joy – Yes

Commissioner Dvorscak – Yes
Commissioner Purzycki – Yes

Commissioner J. Joy – Yes

Resolution # 2023 2.1 – Payments, Official Claims and Emergency Purchases

BE IT RESOLVED that the Treasurer of the Guilderland Center Fire District is authorized to pay in advance of an audit by this Board of Fire Commissioners of the Guilderland Center Fire District any utility bill or other bill where a discount is allowed or a late charge will be incurred.

BE IT FURTHER RESOLVED that the Board of Fire Commissioners of the Guilderland Center Fire District requires that at least three (3) commissioners sign official claims of \$1000 or more and that all purchases be approved by the board.

BE IT FURTHER RESOLVED that the Board of Fire Commissioners of the Guilderland Center Fire District authorizes the Chief to spend up to \$1000 for emergency purchased and up to \$700 for the annual appreciation night.

A Motion **was made** by D. Joy to approve payment of utility bills upon receipt, and other bills where a discount is allowed or a late charge will be incurred, second by w. Dvorscak, and carried by a vote of 5-0.

Commissioner Efaw – Yes	Commissioner Dvorscak – Yes	Commissioner J. Joy – Yes
Commissioner D. Joy – Yes	Commissioner Purzycki – Yes	

A Motion **was made** by D. Joy to require that at least three Commissioners sign official claims of \$1,000.00 or more, and to designate that all purchases be approved by the Board, second by W. Dvorscak, and carried by a vote of 5-0.

Commissioner Efaw – Yes	Commissioner Dvorscak – Yes	Commissioner J. Joy – Yes
Commissioner D. Joy – Yes	Commissioner Purzycki – Yes	

A Motion **was made** by D. Joy to authorize the Chief to spend up to \$1,000.00 for emergency purchases and up to \$700 for appreciation night, second by J. Joy, and carried by a vote of 5-0.

Commissioner Efaw – Yes	Commissioner Dvorscak – Yes	Commissioner J. Joy – Yes
Commissioner D. Joy – Yes	Commissioner Purzycki – Yes	

Resolution # 2023 2.2 – Investments

BE IT RESOLVED

A Motion **was made** by W. Dvorscak at the discretion of the Board, to authorize the Treasurer to make investments and report such investments, second by R. Purzycki, and carried by a vote of 5-0.

Commissioner Efaw – Yes	Commissioner Dvorscak – Yes	Commissioner J. Joy – Yes
Commissioner D. Joy – Yes	Commissioner Purzycki – Yes	

Resolution # 2023 2.3 – Board of Elections

BE IT RESOLVED that the Board of Fire Commissioners of the Guilderland Center Fire District has appointed the following to the 2023 Guilderland Center Fire District Board of Elections; Sharon Beauregard, Theresa Dodge and Aimee Schurick.

BE IT FURTHER RESOLVED that the Board of Fire Commissioners of the Guilderland Center Fire District has approved to compensate the 2023 Board of Elections of the Guilderland Center Fire District for every required election

A Motion **was made** by D. Joy to appoint Sharon Beauregard, Theresa Dodge and Aimee Schurick as Guilderland Center Fire District Board of Elections for 2023 and to be compensated in the amount of \$70.00 each for every required election, second by J. Joy and carried by a vote of 4-0.

Commissioner Efaw – Yes
Commissioner D. Joy – Yes

Commissioner Dvorscak – No
Commissioner Purzycki – Yes

Commissioner J. Joy – Yes

Resolution # 2023 2.4 – Conventions, Meetings, and Seminars

BE IT RESOLVED that the Board of Fire Commissioners of the Guilderland Center Fire District plans to attend (or to send authorized personnel to attend) various conventions, meetings, and seminars throughout the year. Some examples may include:

Town of Guilderland Fire Chief's and Commissioner's Association:

- Bi-Monthly Meetings - All District Officer's
- Annual Banquet - All District Officer's and Chief Officer's

New York State Association of Fire Chief's:

- Chief's Conference and Training Sessions - All District Officer's and All Fire Department Personnel

The Association of Fire Districts of the State of New York:

- Annual Conference - All District Officer's and Chief Officer's
- Tele-Conferences - All District Officer's

Pinsky Law Group Fire & EMS Law & Management Conference

- Annual Conference - All District Officer's and Chief Officer's

National Fire Academy:

- New York State Weekend training Sessions - All Fire Department Personnel

Fire Expo (Harrisburg, Pennsylvania):

- Chief's Conference and Training Sessions - All District Officer's and All Fire Department Officer's

FDIC Chief's Conference (Indianapolis, Indiana):

- Chief's Conference and Training Sessions - All District Officer's and All Fire Department Officer's

FireHouse Expo (Nashville, TN):

- Chief's Conference and Training Sessions - All District Officer's and All Fire Department Officer's

*All of the above are subject to prior approval of the Board of Fire Commissioners **before** attending.

A Motion **was made** by D. Joy to approve the above-mentioned conventions, meetings, and seminars, second by J. Joy, and carried by a vote of 5-0.

Commissioner Efaw – Yes
Commissioner D. Joy – Yes

Commissioner Dvorscak – Yes
Commissioner Purzycki – Yes

Commissioner J. Joy – Yes

The Board reviewed **Policy #10 Code of Ethics** and agreed to abide by its terms by signing an acknowledgment of receipt.

Committees:

Chairman appointed the following committees for the year 2023:

Capital Improvements	All Commissioners
Building & Grounds	D. Efaw/R. Purzycki/ W. Dvorscak
Personnel	D. Joy/ W. Dvorscak
Equipment	All Commissioners – R. Purzycki appointed Chairman
Audit & Budget	D. Joy/R. Purzycki
Benefits & Insurance	D. Joy/R. Purzycki
Computer / Administration	D. Joy/ J. Joy
Rules & Regulations	D. Joy/J. Joy/W. Dvorscak
Health & Safety	D. Efaw/ D. Joy/W. Dvorscak
Liaison to the Town, School, Department	D. Efaw/R. Purzycki
Inventory	J. Joy/R. Purzycki
Apparatus	Chief Officers/R. Purzycki

A Motion **was made by** D. Joy to establish workshop date of March 25th at 9:00 am for future District Planning needs, (Capital Improvements / Apparatus / Building Repair & Maintenance) second by R. Purzycki and carried by a vote of 5-0.

Commissioner Efaw – Yes	Commissioner Dvorscak – Yes	Commissioner J. Joy – Yes
Commissioner D. Joy – Yes	Commissioner Purzycki – Yes	

Additional Items for the Good of the Order:

Old Business:

- A Motion was made by D. Joy to proceed with the approval of the proofs for the yeti cups, second by R. Purzycki and carried by a vote of 5-0.

Commissioner Efaw – Yes	Commissioner Dvorscak – Yes	Commissioner J. Joy – Yes
Commissioner D. Joy – Yes	Commissioner Purzycki – Yes	

New Business:

- It was suggested that the board look into replacing the Firematic Line Officer’s laptop.
- It was mentioned that the fire department is out of room for storing uniforms, equipment, etc.
- Attendance at the Albany County Legislative Breakfast on January 21, 2023.
- The following policies should be reviewed and updated throughout the year: Code of Ethics, Procurement/Purchasing, workplace Violence, Investment, Hall Use, Substance Abuse, Underage Drinking and ATV/UTV.

A Motion **was made** by R. Purzycki to adjourn the meeting at 10:24 a.m., second by W. Dvorscak, and carried by a vote of 5-0.

Commissioner Efaw – Yes
Commissioner D. Joy – Yes

Commissioner Dvorscak – Yes
Commissioner Purzycki – Yes

Commissioner J. Joy – Yes

Respectfully Submitted,

Kelly Dodge, District Secretary/Treasurer
January 12, 2023

Please note, these minutes have not yet been approved by the board of fire commissioners and are subject to change

DRAFT