

**MINUTES**

**Organizational Meeting - January 8, 2022**

Meeting called to order by Treasurer, K. Dodge, at 9:10 a.m. followed by the pledge to the flag.

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

Newly elected Commissioners Douglas Efaw and Debra Joy were 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 J. Joy, and carried.

Commissioner Efaw – 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 Altamont Enterprise on 12/28/21 and was posted on the districts website and signboard. Acknowledgement was received from The Altamont Enterprise on 12/29/21.

A Motion **was made** by D. Joy to appoint J. Joy as Vice-Chairman, second by D. Efaw, and carried.

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

A Motion **was made** by J. Joy to approve the Chief Officers elected for 2022, second by R. Purzycki, and carried.

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

**Resolution # 2022 1.1 –**

A Motion **was made** by J. Joy to establish monthly meeting time and date as the third Monday each month at 6:30 p.m., with the exception of December on 12/13/22, second by R. Purzycki, and carried.

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

**Resolution # 2022 1.2 –**

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 rate of pay of **TBA** per hour, second by J. Joy, and carried.

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

Secretary/Treasurer Kelly Dodge was sworn into office.

**Resolution # 2022 1.3 –**

A Motion **was made** by R. Purzycki to appoint Treasurer Kelly Dodge as Director of Purchasing, second by D. Joy, and carried.

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

A Motion **was made** by J. Joy to appoint Secretary/Treasurer Kelly Dodge as the District Records Access Officer, second by R. Purzycki, and carried.

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

A Motion **was made** by J. Joy to approve Bonding for Secretary/Treasurer to \$550,000.00, second by R. Purzycki, and carried.

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

**Resolution # 2022 1.4 –**

A Motion **was made** by J. Joy to retain William Young of Young, Fenton, Kelsey & Brown, P.C. as Fire District Attorney, second by D. Joy, and carried.

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

A Motion **was made** by R. Purzycki to approve Hopmeier, Evans, Gage as the district insurance agent and/or broker, second by J. Joy, and carried.

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

A Motion **was not made** to approve WorkFit Medical as the district physician/medical authority. However, due to outstanding physicals from 2021, the district will maintain Workfits services for any 2021 outstanding physicals, until a suitable agreed replacement is approved.

Commissioner Efaw – Yes  
Commissioner D. Joy – Yes

Commissioner J. Joy – Yes  
Commissioner Purzycki- Yes

**Resolution # 2022 1.5 –**

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

Commissioner Efaw – Yes  
Commissioner D. Joy – Yes

Commissioner J. Joy – Yes  
Commissioner Purzycki- Yes

A Motion **was made** by R. Purzycki to designate Key Bank, First Niagara, 1st National Bank of Scotia, Bank of America, M&T Bank, Berkshire Bank, and NBT Bank as official banks of depository, second by D. Joy, and carried.

Commissioner Efaw – Yes  
Commissioner D. Joy – Yes

Commissioner J. Joy – Yes  
Commissioner Purzycki- Yes

**Resolution # 2022 1.6 –**

A Motion **was made** by R. Purzycki 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 J. Joy, and carried.

Commissioner Efaw – Yes  
Commissioner D. Joy – Yes

Commissioner J. Joy – Yes  
Commissioner Purzycki- Yes

**Resolution # 2022 1.7 –**

A Motion **was made** by R. Purzycki to establish a mileage allowance of 58.5¢ 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 J. Joy, and carried.

Commissioner Efaw – Yes  
Commissioner D. Joy – Yes

Commissioner J. Joy – Yes  
Commissioner Purzycki- Yes

A Motion **was made** by R. Purzycki 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 D. Joy, and carried.

Commissioner Efaw – Yes  
Commissioner D. Joy – Yes

Commissioner J. Joy – Yes  
Commissioner Purzycki- Yes

A Motion **was made** by R. Purzycki to authorize the Treasurer to make investments and report such investments with the discretion of the Board, second by D. Joy, and carried.

Commissioner Efaw – Yes  
Commissioner D. Joy – Yes

Commissioner J. 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 R. Purzycki, and carried.

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

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

A Motion **was made** by R. Purzycki to authorize the Chief to spend up to \$1,000.00 for emergency purchases, second by J. Joy, and carried.

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

**Resolution # 2022 1.8 –**

A Motion **was made** by R. Purzycki to appoint Laura Beth Mulligan, Joanne Mulligan, and Susan Efaw as Guilderland Center Fire District Board of Elections for 2022 and to be compensated in the amount of \$70.00 each for every required election, second by J. Joy and carried.

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

**Resolution # 2022 1.9 –**

A Motion **was made** by J. Joy, second by D. Joy to retain service contracts, services 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 our LOSAP administrator, Firematic Supply Company for apparatus services, Godaddy for website domain and email accounts, Matthews Sprinkler for sprinkler maintenance, Northeast Refrigeration for heating and cooling maintenance, R. Santorelli Electric for generator maintenance, Regal Custom Services for district computer systems, Paiges Cleaning Service for janitorial services and UBS for investment services, Vinnie’s Lawn & Landscape for snow plowing. Landscape services to be determined upon spring season, and carried.

**Resolution # 2022 2.0 –**

A Motion **was made** by J. Joy to authorize the Treasurer to submit a copy of the annual report for 2021 within 60 days, second by D. Joy, and carried.

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

The board listed the following as the conventions, meetings, and seminars that it plans to attend or to send personnel to throughout the year and the personnel authorized to attend.

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

New England Association of Fire Chief's Conference & Exposition (West Springfield, MA)

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 R. Purzycki to approve the above-mentioned conventions, meetings, and seminars, second by J. Joy, and carried.

Commissioner Efaw – Yes

Commissioner J. Joy – Yes

Commissioner D. Joy – Yes

Commissioner Purzycki- 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 2022:

Capital Improvements

All Commissioners

Building & Grounds

D. Efaw/R. Purzycki

Personnel

D. Efaw/ J. Joy

Equipment

J. Joy/ R. Purzycki

Audit & Budget

D. Joy/R. Purzycki

Benefits & Insurance

D. Joy/R. Purzycki

Computer / Administration

D. Joy/ J. Joy

Rules & Regulations

D. Joy/J. Joy

Health & Safety

D. Efaw/ D. Joy

Liaison to the Town, School, Department

D. Efaw/R. Purzycki

Inventory  
Apparatus

J. Joy/R. Purzycki  
Chief Officers/R. Purzycki

A Motion **was made** to establish workshop date of March 12<sup>th</sup> at 9:00 am for future District Planning needs.  
(Capital Improvements / Apparatus / Building Repair & Maintenance)

**Additional Items for the Good of the Order:**

Old Business:

New Business:

- COVID Protocols for quarantining to be posted on all doors
- Building Use is only open to membership. No hall rentals at this time.
- Commissioner vacancy to be posted for 30 days, at which time all candidates will be reviewed and interviewed by the board.

A Motion **was made** by R. Purzycki to adjourn the meeting at 11:29 a.m., second by J. Joy, and carried.

Commissioner Efaw – Yes  
Commissioner D. Joy – Yes

Commissioner J. Joy – Yes  
Commissioner Purzycki- Yes

Respectfully Submitted,

Kelly Dodge, District Secretary/Treasurer  
January 12, 2022