

**AGENDA**

**Organizational Meeting - January 6, 2024, 9am**

Meeting called to order by Secretary/Treasurer, Kelly Dodge, at \_\_\_\_ a.m. followed by the pledge to the flag.

Board members in attendance were:

Oath of Office for newly elected member of the Board, Debra Joy (5-year term). Oath of Office for all other members of the Board.

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

Motion by \_\_\_\_\_ to appoint \_\_\_\_\_ as Chairman, second by \_\_\_\_\_ and carried \_\_\_\_\_.  
Meeting passed to Chairman \_\_\_\_\_.

Chairman \_\_\_\_\_ stated that notification of the meeting was sent to the designated media outlet, The Altamont Enterprise on **12/18/2023 to be ran in the December 28, 2023 issue** and was posted on the district’s website and signboard. Acknowledgement was received from the Altamont Enterprise on **12/20/2023**.

**Vice Chairman**

Motion by \_\_\_\_\_ to appoint \_\_\_\_\_ as Vice-Chairman, second by \_\_\_\_\_, and carried \_\_\_\_\_.

Motion by \_\_\_\_\_ 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 \_\_\_\_\_, and carried \_\_\_\_\_.

**Approval of Chief Officers**

Motion by \_\_\_\_\_ to approve Chief Officers elected for 2024, second by \_\_\_\_\_ and carried \_\_\_\_\_.

**Resolution # 2024 1.1 Meeting Dates and Time**

Motion by \_\_\_\_\_ to establish monthly meeting time and date as the third Monday of each month at 6:30 p.m., with the exception of December which will be held on the second Tuesday on 12/10/24 for district elections, second by \_\_\_\_\_ and carried \_\_\_\_\_.

**Resolution # 2024 1.2 Fixed Salary of Secretary/Treasurer**

Motion by \_\_\_\_\_ to appoint Kelly Dodge to the position of Secretary and position of Treasurer, second by \_\_\_\_\_ at a fixed salary of \$ \_\_\_\_\_ per year and carried \_\_\_\_\_. Secretary/Treasurer takes oath of office.

**Resolution # 2024 1.3 To Appoint and Bond Secretary/Treasurer**

Motion by \_\_\_\_\_ to appoint the Treasurer as the District Purchasing Agent, second by \_\_\_\_\_ and carried \_\_\_\_\_.

Motion by \_\_\_\_\_ to appoint the Secretary as the District Records Access Officer, second by \_\_\_\_\_, and carried \_\_\_\_\_.

Motion by \_\_\_\_\_ to approve bonding for the Treasurer to \$550,000.00, second by \_\_\_\_\_, and carried \_\_\_\_\_.

**Resolution # 2024 1.4 Submit Annual Report**

Motion by \_\_\_\_\_ to authorize the Treasurer to submit a copy of the annual report for 2023 within 60 days of the end of the fiscal year, second by \_\_\_\_\_ and carried \_\_\_\_\_.

**Resolution # 2024 1.5 District Attorney**

Motion by \_\_\_\_\_ to retain Nicole Strippoli, Esq of Young, Kelsey, Brown & Strippoli, P.C. as Fire District Attorney, second by \_\_\_\_\_ and carried \_\_\_\_\_.

**Resolution # 2024 1.6 District Service Contracts, Contractors, Consultants and/or Leases**

Motion by \_\_\_\_\_, second by \_\_\_\_\_ 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 \_\_\_\_\_.

**Resolution # 2024 1.7 Official Newspaper**

Motion by \_\_\_\_\_ to designate the Altamont Enterprise as the official newspaper and the Times Union as a secondary newspaper, second by \_\_\_\_\_, and carried \_\_\_\_\_.

**Resolution # 2024 1.8 Official Bank**

Motion by \_\_\_\_\_ to designate 1<sup>st</sup> 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 \_\_\_\_\_ and carried \_\_\_\_\_.

**Resolution # 2024 1.9 Membership in County and State Associations**

Motion by \_\_\_\_\_ 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 \_\_\_\_\_, and carried \_\_\_\_\_.

**Resolution # 2024 2.0 Mileage Allowance**

Motion by \_\_\_\_\_ to establish mileage allowance of 67¢ 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 \_\_\_\_\_ and carried \_\_\_\_\_.

**Resolution # 2024 2.1 Payments, Official Claims and Emergency Purchases**

Motion by \_\_\_\_\_ 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 \_\_\_\_\_ and carried \_\_\_\_\_.

Motion by \_\_\_\_\_ to require that at least three Commissioners sign official claims of \$1000.00 or more, and to designate that all purchases be approved by a quorum of the Board, second by \_\_\_\_\_ and carried \_\_\_\_\_.

Motion by \_\_\_\_\_ to authorize the Chief to spend up to \$1,000.00 for emergency purchases and up to \$750.00 for appreciation night, second by \_\_\_\_\_ and carried \_\_\_\_\_.

**Resolution # 2024 2.2 Investments**

Motion by \_\_\_\_\_ to authorize Treasurer to make investments and report such investments, at the discretion of the Board, second by \_\_\_\_\_ and carried \_\_\_\_\_.

**Resolution # 2024 2.3 Board of Elections**

Motion made by \_\_\_\_\_ to appoint, Aimee Schirck, Theresa Dodge and Jo Ann Mulligan as Guilderland Center Fire District Board of Elections for 2024 and to be compensated in the amount of \$70.00 each for every required election, second by \_\_\_\_\_ and carried \_\_\_\_\_.

**Resolution # 2024 2.4**

The board 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

Station Design Conference (Glendale, AZ):

- All District Officers' and members of the building committee.

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

Motion made by \_\_\_\_\_ to approve the above-mentioned conventions, meetings, and seminars, second by \_\_\_\_\_ and carried.

Perform a yearly review of **Policy #10 Code of Ethics**

*(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 2024:

Capital Improvements

Building & Grounds

Personnel

Equipment

Audit & Budget

Benefits & Insurance

Computer / Administration

Rules & Regulations

Health & Safety

Liaison to the Town, School, Department

Inventory

Apparatus

Motion by \_\_\_\_\_ to establish workshop date of \_\_\_\_\_ for future District Planning needs, second by \_\_\_\_\_ and carried \_\_\_\_\_. (Capital Improvements / Apparatus / Building Repair & Maintenance)

**Additional Items for the Good of the Organization**

**Old Business:**

**New Business:**

- Albany County Legislative Breakfast

**Policies:**

(The following policies should be reviewed annually)

Code of Ethics, Procurement/Purchasing, Workplace violence, Investment, Credit Cards, Travel, Sexual Harassment, Social Media, Whistleblower

(The following policies should be reviewed and updated)

Procurement/Purchasing, Capital Asset, Fund Balance, Investment, Firehouse Hall Use, Substance Abuse, Underage Drinking, Equal Employment Opportunity and Medical Leave.

Motion by \_\_\_\_\_ to adjourn at \_\_\_\_\_ am/pm., second by \_\_\_\_\_ and carried \_\_\_\_\_.