

AGENDA

Organizational Meeting - January 15, 2026, 6:00pm

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, John Joy (5-year term).

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 **12/23/2025 to be ran in the January 1, 2026 and January 8, 2026 issue** and was posted on the Town of Guilderland and the Guilderland Center Fire District's website and signboard.
Acknowledgement was received from the Altamont Enterprise on **12/23/2025**.

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 2026, second by _____ and carried _____.

Resolution # 2026 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 12/8/26 for district elections, second by _____ and carried _____.

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

Resolution # 2026 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 # 2026 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 # 2026 1.4 Submit Annual Report

Motion by _____ to authorize the Treasurer to submit a copy of the annual report for 2025 within 60 days of the end of the fiscal year, second by _____ and carried _____.

Resolution # 2026 1.5 District Attorney

Motion by _____ to retain Pinsky Law Group, PLLC as Fire District Attorney, second by _____ and carried _____.

Resolution # 2026 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 and parcel 3; 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; Iamresponding, Matthews Sprinkler for sprinkler maintenance; NYCLASS short term investments; 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 # 2026 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 # 2026 1.8 Official Bank

Motion by _____ 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 _____ and carried _____.

Resolution # 2026 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, NY Association of Local Government Records Officers and NYS Association of Fire Chiefs and approve the annual dues for each, second by _____, and carried _____.

Resolution # 2026 2.0 Mileage Allowance

Motion by _____ to establish mileage allowance of 72.5¢ 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 _____ and carried _____.

Resolution # 2026 2.1 Payments, Official Claims and Emergency Purchases

Motion by _____ to approve payment of in advance of audit: utility bills, postage, any approved bond payments, reoccurring salaries, taxes 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 Chiefs to spend up to \$1,000.00 for emergency purchases and up to \$750.00 for appreciation night, second by _____ and carried _____.

Motion by _____ to authorize the Treasurer, in advance of audit, to spend up to three hundred (\$300) dollars per month for district supplies, as needed, second by _____ and carried _____.

Resolution # 2026 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 # 2026 2.3 Board of Elections

Motion made by _____ to appoint, Theresa Dodge, Christopher Dvorscak and Joanna Meyers as Guilderland Center Fire District Board of Elections for 2026 and to be compensated in the amount of \$70.00 each for every required election, second by _____ and carried _____.

Resolution # 2026 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.

Resolution # 2026 2.5

Motion by _____ to approve all of the previous policies that previously were in effect for the fire district, 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 2026:

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 accept the committees as appointed by the chairman with a second by _____ and carried by a vote of _____.

Additional Items for the Good of the Organization

Old Business:

New Business:

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, Fund Balance, Investment, Equal Employment Opportunity, Computer System Security Breach Notification policy and Medical Leave.

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