MINUTES

Organizational Meeting - January 11, 2025

Meeting called to order by Secretary/Treasurer, Kelly Dodge, at 10:33 a.m. followed by the pledge to the flag.

Board members and attendees were: Commissioners: D. Efaw, D. Joy, J. Joy, E. Ash; Chief C. Dvorscak, Asst. Chief J. Riemenschneider; Secretary/Treasurer K Dodge, and Guest R. Purzycki.

Newly elected Commissioner Edawrd Ash sworn into office.

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

A Motion **was made** by J. Joy to appoint D. Joy as Chairman, second by D. Joy and not carried by a vote of 2-3.

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

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

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

Meeting passed to Chairman W. Dvorscak.

Chairman Dvorscak stated that notification of the meeting was sent to the designated media outlet, The Altamont Enterprise on **12/19/2024 to be ran in the December 26, 2024 issue and then again for a time change on 1/6/2025 to be ran in the January 8, 2025 issue** and was posted on the district's website and signboard. Acknowledgement was received from the Altamont Enterprise on **12/31/2024 and 1/8/2025**.

A Motion **was made** by D. Efaw to appoint D. Joy as Vice-Chairman, second by E. Ash, and carried by a vote of 5-0.

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

A Motion **was made** by D. 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 J. Joy, and carried by a vote of 5-0.

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

A Motion **was made** by D. Joy to approve the Chief Officers elected for 2025, second by D. Efaw, and carried by a vote of 5-0.

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

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Resolution # 2025 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 except for the month of December, when such meeting 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., except for December which will be held on 12/9/25 for district elections, second by D. Efaw, and carried by a vote of 5-0.

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

BE IT FURTHER RESOLVED that the district workshop of the Guilderland Center Fire District will be held on March 29, 2025 at 10:30am for future district planning needs. The district workshop 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 E. Ash to establish the workshop date of March 29, 2025 at 10:30am, second by D. Joy, and carried by a vote of 5-0.

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

A motion **was made** by W. Dvorscak to enter into executive session to discuss the employment history of an individual which may lead to his or her continued employment, second by D. Joy at 10:45am and carried by a vote of 5 to 0.

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

A motion **was made** by D. Joy to exit the executive session and return to the district organizational meeting second by D. Efaw at 10:58am and carried by a vote of 5 to 0.

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

Resolution # 2025 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 $ 40,000 per year.

A Motion **was made** by J. Joy to appoint Kelly Dodge to the position of Secretary and Kelly Dodge to the position of Treasurer at a fixed salary of $40,000 per year, second by D. Joy, and carried by a vote of 4-1.

Commissioner Ash – Yes	Commissioner Efaw – Abstain	Commissioner Dvorscak – Yes
Commissioner D. Joy – Yes	Commissioner J. Joy –Yes	

Secretary/Treasurer Kelly Dodge was sworn into office.

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Resolution # 2025 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 J. Joy to appoint Secretary/Treasurer Kelly Dodge as Director of Purchasing, second by D. Efaw, and carried by a vote of 5-0.

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

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

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

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

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

Resolution # 2025 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 2024 within 60 days after the end of the fiscal year, second by D. Efaw and carried by a vote of 5-0.

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

Resolution # 2025 1.5 – **Districts Attorney**

BE IT RESOLVED that Pinsky Law Group, PLLC is hereby appointed attorney for the Guilderland Center Fire District for the year 2025.

A Motion **was made** by J. Joy to retain Pinsky Law Group, PLLC. as Fire District Attorney, second by D. Efaw, and carried by a vote of 5-0.

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

Resolution # 2025 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 J. Joy, second by D. 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 and Parcel 3; Firefly as district LOSAP

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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 for fire reporting, LOSAP point tracking and emergency response; Matthews Sprinkler for sprinkler maintenance; NYCLASS for 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 by a vote of 5-0.

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

Resolution # 2025 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 D. Efaw, and carried by a vote of 5-0.

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

Resolution # 2025 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 D. Efaw and carried by a vote of 5-0.

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

Resolution # 2025 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 D. Joy 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. Efaw, and carried by a vote of 5-0.

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

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Resolution # 2025 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 D. Efaw to establish a mileage allowance of 70¢ 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 D. Joy, and carried by a vote of 5-0.

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

Resolution # 2025 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, postage, approved bond payment, reoccurring salaries, taxes 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 one thousand ($1000) dollars 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 Chiefs to spend up to one thousand ($1000) dollars for emergency purchased and up to seven hundred fifty $750 dollars for the annual appreciation night.

BE IT FURTHER RESOLVED that the Board of Fire Commissioners of the Guilderland Center Fire District authorizes the treasurer, in advance of audit, to spend up to three hundred ($300) dollars per month for district supplies, as needed.

A Motion **was made** by D. Joy 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 D. Joy, and carried by a vote of 5-0.

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

A Motion **was made** by J. 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 D. Joy, and carried by a vote of 5-0.

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

A Motion **was made** by D. Efaw to authorize the Chiefs to spend up to $1,000.00 for emergency purchases and up to $750 for appreciation night, second by D. Joy, and carried by a vote of 5-0.

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

A motion **was made** by J. Joy 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 D. Efaw, and carried by a vote of 5-0.
Commissioner Ash – Yes Commissioner Efaw – Yes Commissioner Dvorscak – Yes
Commissioner D. Joy – Yes Commissioner J. Joy –Yes

Resolution # 2025 2.2 – Investments

BE IT RESOLVED that the Treasurer of the Guilderland Center Fire District is authorized to make investments, at the discretion of the Board of Fire Commissioners of the Guilderland Center Fire District and to report such investments.

A Motion **was made** by J. Joy at the discretion of the Board, to authorize the Treasurer to make investments and report such investments, second by D. Joy, and carried by a vote of 5-0.
Commissioner Ash – Yes Commissioner Efaw – Yes Commissioner Dvorscak – Yes
Commissioner D. Joy – Yes Commissioner J. Joy –Yes

Resolution # 2025 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 2025 Guilderland Center Fire District Board of Elections; Jo Ann Mulligan, 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 2025 Board of Elections of the Guilderland Center Fire District for every required election

A Motion **was made** by D. Joy to appoint Jo Ann Mulligan, Theresa Dodge and Aimee Schurick as Guilderland Center Fire District Board of Elections for 2025 and to be compensated in the amount of $70.00 each for every required election, second by E. Ash and carried by a vote of 5-0.
Commissioner Ash – Yes Commissioner Efaw – Yes Commissioner Dvorscak – Yes
Commissioner D. Joy – Yes Commissioner J. Joy –Yes

Resolution # 2025 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

Station Design Conference (Glendale, AZ):

- All District Officer's and members of the building committee.

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

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

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

Resolution # 2025 2.5

BE IT RESOLVED that the Board of Fire Commissioners of the Guilderland Center Fire District has approved all previous polices of the fire district to remain in effect.

A motion **was made** by D. Joy to approve all the previous policies that previously were in effect for the fire district, second by J. Joy and carried by a vote of 5-0.

Commissioner Ash – Yes Commissioner Efaw – Yes Commissioner Dvorscak – Yes
Commissioner D. Joy – 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 2025:

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

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Additional Items for the Good of the Order:

- The following polices 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 throughout the year: Procurement/Purchasing, Fund Balance, Investment, Hall Use, Substance Abuse, Equal Employment Opportunity, and Medical Leave.

Old Business:

New Business:

- Snow plowing response time.

A Motion **was made** by J. Joy to adjourn the meeting at 11.45 a.m., with a second by D. Efaw, and carried by a vote of 5-0.

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

Respectfully Submitted,

Kelly Dodge, District Secretary/Treasurer
January 15, 2025

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