

Minutes of Annual Organizational Meeting January 2, 2018

PRESENT: Commissioners: Murray, Nappi, Daly, Weitz & Woehrle

ALSO PRESENT: Secretary Versocki, Chief Lingenfelter, Treasurer Splendido
1st Assistant Chief Luft, GBFC President Moskowitz, FF/Fritz
FF/P Persons, FF/P Baker, Lt. Griffiths, and Attorney Hayner.

Meeting was called to order by 2017 Chairperson & Commissioner Woehrle at 7:00 p.m.

Motion/ Weitz, 2nd/ Daly: To appoint Commissioner **Nappi** as Temporary Chairman.
Passed 5-0.

Motion/ Nappi, 2nd/ Murray: To appoint Commissioner **Woehrle** as permanent Chairman for
2018. Passed 5-0.

2018 Chairman Woehrle continued the meeting.

M/ Nappi, 2nd/ Daly: To appoint Commissioner Murray as Vice-Chairman for 2018. Passed 5-0.

M/ Nappi, 2nd/ Murray: To appoint John Splendido as Treasurer for 2018 Passed 5-0.

M/ Murray, 2nd/ Daly: To appoint William Versocki as Secretary for 2018. Passed 5-0.

M/ Murray, 2nd/ Nappi: To appoint Thomas Hayner as Fire District Attorney for 2018. Passed 5-0.

M/ Murray, 2nd/ Nappi: To appoint Robert McHugh M.D.as Medical Director for 2018. Passed 5-0.

M/ Murray, 2nd/ Nappi: To appoint Peter Barber as Fire District Photographer for 2018.
Passed 5-0.

M/ Murray, 2nd/ Nappi: To appoint Bob Kordrupel as LOSAP Trustee for 2018. Passed 5-0.

M/ Murray, 2nd/ Nappi: To appoint The Fire District Board Chairman and Career Chief as
Non-Emergency Media Relations Representatives for 2018. Passed 5-0.

The Grand Boulevard Fire Company, Inc. reported that, at their December 2017 Special Meeting, the following were nominated as Chief Officers for 2018:

Fire Chief–Richard Fritz; 1st Assistant Chief – H. Michael Luft, 2nd Assistant Chief– Leave open.

M/ Murray, 2nd/ Nappi: That Richard Fritz be appointed as District Fire Chief for 2018. Passed 5-0.

M/ Murray, 2nd/ Nappi: That H. Michael Luft be appointed as District Fire 1st Assistant Chief for 2017. Passed 5-0.

M/ Murray, 2nd/ Nappi: To grant pay raises relative to budget and contractual agreement for year 2017, effective January 1, 2018. Passed 5-0.

M/ Murray, 2nd/ Nappi: To set salaries of District Treasurer, Secretary, Attorney, Photographer, LOSAP Trustee, Chief and Medical Director as established in the budget for 2018. Passed 5-0.

M/ Murray, 2nd/ Nappi: That the Daily Gazette be designated as the Fire District's official newspaper for 2018. Passed 5-0.

M/ Murray, 2nd/ Nappi: That the Treasurer be authorized to pay following regular monthly District bills: Electric, Natural Gas, Land Line Phone Service, Payroll Service, Water Bill, 207A Liability, Life Insurance, Television & Internet, County Waste, Health and Dental Insurance without prior approval. Passed 5-0.

M/ Murray, 2nd/ Nappi: For the Annual Report to be submitted to The Board of Fire Commissioners and New York State by the Treasurer no later than March 1, 2018. Passed 5-0.

M/ Murray, 2nd/ Nappi: That the District continue its membership in the New York State Association of Fire Districts and the Association of Fire Districts of the Capital District for the year 2018. Passed 5-0.

M/ Murray, 2nd/ Nappi: That the Treasurer be covered by Insurance Policy to the current level of coverage for 2018. Passed 5-0.

M/ Murray, 2nd/ Nappi: That TD Bank be designated as the District's official bank for 2018. Passed 4-0.

M/ Murray, 2nd/ Nappi: That District vehicles will be used for schools, conferences and any other approved Fire District Business. When circumstances require private vehicles to be used, the current IRS rate per mile will be paid. Passed 5-0.

M/ Murray, 2nd/ Nappi: To authorize The Election Committee to appoint the Electors for the Annual Fire District Election and/or Special Fire District Election/Vote as per New York State and Town Law. Passed 5-0.

M/ Murray, 2nd/ Nappi: To re-approve the following Fire District Policies and Procedures: Purchasing Policy, Purchasing Procedure, Exercise Room Policy, Media Policy, Chief Vehicle Policy, Unlawful Workplace Harassment Policy, Alcohol & Drug Policy, Credit Card Policy, Code of Ethics, Travel Expense Policy, Military Leave Policy, Operation of District Vehicles Policy, Career Division Appointment Procedure and Installation and/or Inspection Dinner Policy, Investment Policy, Promotion Procedure, Members Moving out of the District policy, Procurement Policy, LOSAP Trustee Job Description, LOSAP Trustee Procedure, Anti-Hazing Policy and Grand Boulevard Fire Company Alcohol use Control Policy. Passed 5-0.

M/ Murray, 2nd/ Nappi: To allow The Career Chief and Volunteer Chief to purchase Personal Protective Equipment (PPE) as per the 2018 Budget. Passed 5-0.

M/ Murray, 2nd/ Nappi: To set the Second Wednesday of each month beginning at 7:00 p.m. for the Fire District's regular business meeting. Passed 5-0.

M/ Murray, 2nd/ Nappi: To notify The Grand Blvd. Fire Company that Thursday December 6, 2018 their Annual Meeting will be held for nominations of Chief, 1st Assistant Chief and 2nd Assistant Chief. Passed 5-0.

M/ Murray, 2nd/ Nappi: To authorize The Commissioner Board Chairman to sign the Controlled Substance Certification of The Department of Health (DOH); once the Fire District Attorney has reviewed and approved it. Passed 5-0.

Other business was brought before The Board of Fire Commissioners:

M/ Daly, 2nd/ Weitz: To authorize The Treasurer to cut a check in the amount of \$125.00 for Commissioner Daly to pay for commissioner training. Passed 5-0.

M/ Murray, 2nd/ Nappi: To authorize purchasing as listed below:
Purchase contracts (below \$20,000 threshold): under \$2,000.00 – No quotes required;
\$2001.00 to \$5,000.00 2 verbal quotes required; \$5001.00 - \$20,000.00 2 written quotes.
Contracts for public works (below \$35,000 threshold): under \$3,000.00 – No quotes required;
\$3,001.00 - \$5,000.00 2 verbal quotes; \$5,001.00 - \$35,000.00 – 2 written quotes. In addition,
for Professional Services – RFP; True Leases – 2 written quotes; Preferred Source-no quotes.
Passed 5-0.

M/ Murray, 2nd/ Nappi: to adjourn the organizational meeting at 7:10 p.m. Passed 5-0.

Respectfully submitted,

William J. Versocki

District Secretary