

# Verdoy Fire District

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988 Troy Schenectady Road  
Latham, New York 12110  
Phone (518) 785-7291  
Fax (518) 785-6044

## BOARD OF FIRE COMMISSIONERS SPECIAL MEETING

**Present were:** Commissioners Patrick Germaine (PG), Paul Russell (PR), Laurie Vroman (LV), and Paul Bentley, Chief Jon Politis, Chief David Leonardo, Chief Ryan Carmichael, Treasurer Dennis Scimeca, and Counselor Terence Hannigan.

### **Call to Order:**

- The January 11, 2018 Special Commissioners Meeting of the Verdoy Fire District was called to order at the Verdoy Fire Department by Commissioner Patrick Germaine at 7:30PM.

### **Executive Session:**

- Motion made by LV with a second from PB to enter into executive session at 7:31 PM to discuss the employment history of a particular person. *All in favor; motion carried*
- Motion made by LV with a second from PB to exit the executive session at 7:36 PM with no action taken. *All in favor; motion carried*

### **Resolution 18-21 TO APPOINT ELLIOT FRIEDMAN COMMISSIONER OF THE VERDOY FIRE DISTRICT BEGINNING 11 JANUARY 2018, ENDING 31 DECEMBER 2018.**

- Motion by PR and 2<sup>nd</sup> by PB; *All in favor, motion passed.*

### **Public Session:**

- Members of the public were present; No one spoke.

### **Adjournment:**

- Motion made by PR with a second from LV to adjourn the meeting at 7:45PM. *All in favor, motion carried.*

Respectfully Submitted,



Laurie B. Vroman  
Secretary

# Verdoy Fire District

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## **BOARD OF FIRE COMMISSIONERS ORGANIZATIONAL MEETING**

**Present were:** Commissioners Patrick Germaine (PG), Paul Russell (PR), Laurie Vroman (LV), and Paul Bentley (PB), Chief Jon Politis, Chief David Leonardo, Chief Ryan Carmichael, Treasurer Dennis Scimeca, and Counselor Terence Hannigan.

### **Call to Order:**

- The January 11, 2018 Organizational Meeting of the Verdoy Fire District was called to order at the Verdoy Fire Department by Treasurer Scimeca at 7:02 PM.

### **Pledge of Allegiance & Moment of Silence**

Commissioner Germaine took the oath of office.

Treasurer Scimeca asked for nominations for Chairman of the Board for 2018. Commissioner Russell nominated Commissioner Germaine with a 2<sup>nd</sup> from Commissioner Bentley. Nominations were closed.

### **Resolution 18-01 TO ELECT PATRICK GERMAINE CHAIRMAN OF THE BOARD FOR 2018.**

- Motion by PR and 2<sup>nd</sup> by PB; *All in favor, motion passed.*

**Resolution 18-02 TO APPOINT LAURIE VROMAN SECRETARY OF THE VERDOY FIRE DISTRICT FOR 2018. SAID SECRETARY IS ALSO APPOINTED THE PUBLIC INFORMATION OFFICER AND RECORDS KEEPING OFFICER OF THE VERDOY FIRE DISTRICT. THE COMPENSATION FOR SECRETARY IS AS BUDGETED.**

- Motion by PB and 2<sup>nd</sup> by PR; *All in favor, motion passed.*

**Resolution 18-03 TO APPOINT DENNIS SCIMECA TREASURER OF THE VERDOY FIRE DISTRICT FOR 2018. THE COMPENSATION FOR TREASURER IS AS BUDGETED.**

- Motion by LV and 2<sup>nd</sup> by PR; *All in favor, motion passed.*

**Resolution 18-04 TO APPOINT THE HANNIGAN LAW FIRM AS THE ATTORNEYS FOR THE VERDOY FIRE DISTRICT FOR 2018.**

- Motion by PR and 2<sup>nd</sup> by LV; *All in favor, motion passed.*

**Resolution 18-05 TO NAME THE TIMES UNION AS THE LEGAL NEWSPAPER FOR 2018 AND TO NAME M&T BANK AS THE OFFICIAL BANK FOR 2018.**

- Motion by PR and 2<sup>nd</sup> by PB; *All in favor, motion passed.*

**Resolution 18-06 TO HOLD THE MONTHLY MEETINGS OF THE BOARD OF FIRE COMMISSIONERS OF THE VERDOY FIRE DISTRICT ON THE FOLLOWING DATES: JANUARY 25, FEBRUARY 22, MARCH 22, APRIL 26, MAY 24, JUNE 28, JULY 26, AUGUST 23, SEPTEMBER 27, OCTOBER 25, NOVEMBER 29, DECEMBER 20. PUBLIC BUDGET HEARING TO BE HELD ON OCTOBER 16, 2018 AND THE ANNUAL COMMISSIONERS ELECTION TO BE HELD ON DECEMBER 11, 2018.**

- Motion by PR and 2<sup>nd</sup> by LV; *All in favor, motion passed.*

**Resolution 18-07 THAT THE CHAIRMAN APPOINTS THE FOLLOWING COMMISSIONERS TO THE FOLLOWING ASSIGNMENTS (SEE ATTACHED)**

- Motion by LV and 2<sup>nd</sup> by PB; *All in favor, motion passed.*

**Resolution 18-08 THAT THE VERDOY FIRE DISTRICT MAINTAIN MEMBERSHIP IN THE FOLLOWING ORGANIZATIONS:**

- FIREMANS ASSOCIATION OF THE STATE OF NY (FASNY)
- ASSOCIATION OF FIRE DISTRICTS OF THE STATE OF NY (AFDSNY)
- ASSOCIATION OF FIRE DISTRICTS OF THE CAPITAL AREA (AFDCA)
- NEW YORK STATE ASSOCIATION OF FIRE CHAPLAINS
- NEW YORK STATE ASSOCIATION OF FIRE POLICE
- NEW YORK STATE ASSOCIATION OF FIRE CHIEFS
- FIRE POLICE ASSOCIATION OF ALBANY COUNTY
- AIRCRAFT RESCUE AND FIRE FIGHTING (ARFF)
- NEW YORK ASSOCIATION OF LOCAL GOVERNMENT RECORDS OFFICERS (NYALGRO)

- Motion by PB and 2<sup>nd</sup> by EF; *All in favor, motion passed.*

**Resolution 18-09 THAT THE VERDOY FIRE DISTRICT MAINTAIN MEMBERSHIP FOR THE CHIEF, ALL PAST CHIEFS, AND BOARD MEMBERS IN THE FOLLOWING ORGANIZATION:**

- NEW YORK STATE ASSOCIATION OF FIRE CHIEFS (NYS AFC)

- Motion by LV and 2<sup>nd</sup> by PR; *All in favor, motion passed.*

**Resolution 18-10 THAT UPON REVIEW THE VERDOY FIRE DISTRICT APPROVES THE FOLLOWING YEARLY CONTRACTS AND AGREEMENTS:**

- AIR COMPRESSOR ENGINEERING
- ADIRONDACK OVERHEAD DOOR
- ALBANY COUNTY DEPARTMENT OF HEALTH
- CUMMINS NORTHEAST
- DAVEY TREE
- EMERGENCY SERVICES MARKETING
- G & G FITNESS
- HART ALARM SYSTEMS, INC
- NORTHEAST PEST CONTROL
- PENFLEX, INC
- REPUBLIC SERVICES
- SCHLINDER ELEVATOR
- SUTPHEN AERIAL UNITS

- VANDER MOLEN SALES & SERVICE
- W. K. CLOUGH & SONS
- XEROX BUSINESS SERVICES
- TOWN OF COLONIE SALT AGREEMENT
- ASSOCIATION/PAID PERSONNEL

- Motion by LV and 2<sup>nd</sup> by PB; *All in favor, motion passed.*

**Resolution 18-11 THAT THE TREASURER OF THE VERDOY FIRE DISTRICT IS AUTHORIZED TO PAY, IN ADVANCE OF AN AUDIT BY THIS BOARD OF FIRE COMMISSIONERS OF THE VERDOY FIRE DISTRICT THE FOLLOWING CLAIMS. ANY SUCH CLAIMS MUST BE PRESENTED AT THE NEXT MEETING OF THE BOARD OF FIRE COMMISSIONERS OF THE VERDOY FIRE DISTRICT FOR AUDIT.**

- UTILITY PAYMENT TO NATIONAL GRID FOR HEAT AND LIGHT
- BROADVIEW PAYMENT FOR TELEPHONES
- VERIZON WIRELESS FOR CELLULAR DATA FOR iPADS
- CHASE CARD SERVICES (UPON APPROVAL OF COMMISSIONERS IN CHARGE OF BILLS)
- UNITED STATES POSTAL SERVICE FOR POSTAGE AND/OR EXPRESS CHARGES
- LATHAM WATER DISTRICT FOR WATER USAGE
- TOWN OF COLONIE FOR FUEL FOR DISTRICT VEHICLES
- VERIZON FIOS FOR STATIC IP AND INTERNET ACCESS
- CULLIGAN FOR WATER FOR STATION
- HOME DEPOT CARD SERVICES (UPON APPROVAL OF COMMISSIONERS IN CHARGE OF BILLS)
- NATIONAL BUSINESS EQUIPMENT FOR COPIER BASE FEES & OVERAGES
- REPUBLIC SERVICES FOR REFUSE REMOVAL
- KEY BANK (FIRST NIAGARA) FOR LEASE PAYMENTS
- SEWER TAXES, TRAVEL ADVANCES (AFTER APPROVAL OF ATTENDANCE BY THE BOARD), PRE-REGISTRATION (AFTER APPROVAL OF ATTENDANCE BY THE BOARD), PETTY CASH REIMBURSEMENT, PAYROLL TAXES AND TAXES ALL INCLUSIVE

**RESOLVED THAT THE TREASURER OF THE VERDOY FIRE DISTRICT IS AUTHORIZED TO PAY ONLY UPON APPROVAL OF THIS BOARD OF FIRE COMMISSIONERS OF THE VERDOY FIRE DISTRICT ON THE FOLLOWING CLAIMS:**

- FIXED SALARIES
- INSURANCES
- BILLS SIGNED BY THE DESIGNATED COMMISSIONER WHEN THE MEETING DATE IS EARLIER THAN THE USUAL LAST THURSDAY OF THE MONTH

- Motion by LV and 2<sup>nd</sup> by PB; *All in favor, motion passed.*

**Resolution 18-12 THAT THE VERDOY FIRE DISTRICT APPROVES THE RENEWAL OF ALL MUTUAL AID AGREEMENTS**

- Motion by LV and 2<sup>nd</sup> by PB; *All in favor, motion passed.*

**Resolution 18-13 THAT THE VERDOY FIRE DISTRICT AUTHORIZES PARTICIPATION AND THE USE OF DISTRICT APPARATUS FOR PARADES, WAKES, AND OTHER DETAILS AS APPROVED BY THE BOARD OF FIRE COMMISSIONERS OR CHIEF**

- Motion by **PB** and 2<sup>nd</sup> by **LV**; *All in favor, motion passed.*

**Resolution 18-14 THAT THE VERDOY FIRE DISTRICT RENEWS AND ADOPTS FIRE DISTRICT POLICIES, PROCEDURES, STANDARD OPERATING PROCEDURES, STATION RULES, CODE OF ETHICS POLICY, & PHYSICAL EXAMINATION POLICY**

- Motion by **LV** and 2<sup>nd</sup> by **PB**; *All in favor, motion passed.*

**Resolution 18-15 THAT EFFECTIVE JANUARY 1, 2018, MILEAGE WILL BE REIMBURSED AT THE CURRENT IRS RATE**

- Motion by **LV** and 2<sup>nd</sup> by **PB**; *All in favor, motion passed.*

**Resolution 18-16 THAT THE VERDOY FIRE DISTRICT AUTHORIZES FIREFIGHTER ATTENDANCE TO THE FOLLWING LOCATIONS SUBJECT TO BOARD APPROVAL:**

- **FIRE DEPARTMENT INSTRUCTORS CONFERENCE (FDIC)**
- **NEW YORK STATE ASSOCIATION OF FIRE CHIEFS CONVENTION (NYSAFCC)**

- Motion by **LV** and 2<sup>nd</sup> by **PB**; *All in favor, motion passed.*

**Resolution 18-17 TO AUTHORIZE PATRICK GERMAINE, PAUL RUSSELL, OR PAUL BENTLEY TO COUNTERSIGN CHECKS \$5,000.00 AND OVER.**

- Motion by **PR** and 2<sup>nd</sup> by **PB**; *All in favor, motion passed.*

**Resolution 18-18 TO APPOINT THE VERDOY VOLUNTEER FIRE ASSOCIATION, INC AS THE OFFICIAL FIREFIGHTING AND RESCUE FORCE OF THE FIRE DISTRICT**

- Motion by **PR** and 2<sup>nd</sup> by **LV**; *All in favor, motion passed.*

**Resolution 18-19 TO APPOINT & ACCEPT 2018 OFFICERS AS FOLLOWS:**

- **CHIEF: JON POLITIS**
- **1<sup>ST</sup> ASSISTANT CHIEF: DAVID LEONARDO**
- **2<sup>ND</sup> ASSISTANT CHIEF: RYAN CARMICHAEL**

- Motion by **LV** and 2<sup>nd</sup> by **PB**; *All in favor, motion passed.*

**Resolution 18-20 TO ADOPT THE MU-1 RECORDS RETENTION SCHEDULE FOR THE DISTRICT.**

- Motion by **PR** and 2<sup>nd</sup> by **PB**; *All in favor, motion passed.*

Chief Politis, Chief Leonardo, Chief Carmichael, Commissioner Friedman, Treasurer Scimeca, and Secretary Vroman all took the oath of office.

Motion made by LV with a second from PB to adjourn the meeting at 7:30 PM. All in favor, motion carried.

Respectfully submitted,



Laurie Vroman  
Secretary