

**REORGANIZATIONAL MEETING MINUTES - FINAL**  
**EAST CLINTON FIRE DISTRICT**  
**JANUARY 10, 2018**

Treasurer Robert Simon called the meeting to order at 7:30 p.m.

**ATTENDEES:**

Commissioners:

Stephen Forschler, Kevin Russell, Robert Trzcinski, Arthur Weiland and Byron Calame

Treasurer: Robert Simon

Accountant: Jim Passikoff

Secretary: Karen Buechele

**Election of Commissioner to 5-year term: Byron Calame  
(Oath administered on January 6, 2018).**

**Election of Treasurer for Completion of three-year term: Robert Simon  
(Oath administered on January 6, 2018).**

Upon Motion made and seconded, the following resolution was approved: be it resolved to nominate Robert Simon as Temporary Chair of the Fire District.

**Motion:** Commissioner Weiland

**Second:** Commissioner Trzcinski

**Poll of Commissioners:**

Arthur Weiland      Aye

Robert Trzcinski    Aye

Byron Calame        Aye

Kevin Russell        Aye

Stephen Forschler    Aye

Motion Carried 5-0

Upon Motion made, seconded and discussion held the following resolution was approved: be it resolved to nominate Stephen Forschler as the 2018 Chairman of the Fire District.

**Motion:** Commissioner Trzcinski

**Second:** Commissioner Calame

**Poll of Commissioners:**

Arthur Weiland      Aye

Robert Trzcinski    Aye

Byron Calame        Aye

Kevin Russell        Aye

Stephen Forschler    Abstain

Motion Carried 4-0-1

Upon Motion made and seconded to appoint Karen Buechele as the 2018 secretary.

**Motion:** Commissioner Weiland

**Second:** Commissioner Calame

**Poll of Commissioners:**

Arthur Weiland      Aye  
Robert Trzcinski      Aye  
Byron Calame      Aye  
Kevin Russell      Aye  
Stephen Forschler      Aye  
Motion Carried 5-0

Upon motion made and seconded for discussion, the following resolution was approved: be it resolved that the Secretary shall be paid a salary of \$20,000 for the year 2018 as per the 2018 budget.

**Motion:** Commissioner Trzcinski

**Second:** Commissioner Calame

Commissioner Trzcinski pointed out that the 2018 budget allows for \$18,000 for the secretary. Chairman Forschler said his opinion is that the \$20,000 is appropriate due to the transitional time frame and that is the salary the secretary made in 2017.

**Poll of Commissioners:**

Arthur Weiland      Aye  
Robert Trzcinski      Aye  
Byron Calame      Aye  
Kevin Russell      Aye  
Stephen Forschler      Aye  
Motion Carried 5-0

Upon Motion made and seconded, the following resolution was approved: be it resolved to nominate Robert Trzcinski as the 2018 Vice-Chairman of the Fire District.

**Motion:** Commissioner Weiland

**Second:** Commissioner Calame

**Poll of Commissioners:**

Arthur Weiland      Aye  
Robert Trzcinski      Abstain  
Byron Calame      Aye  
Kevin Russell      Aye  
Stephen Forschler      Aye  
Motion Carried 4-0-1

Upon Motion made, seconded and discussion held the following resolution was approved: be it resolved to appoint Roderick J. MacLeod of Gellert, Klein & MacLeod, LLP as the attorney for the Fire District for 2018.

**Motion:** Commissioner Trzcinski

**Second:** Commissioner Weiland

Commissioner Weiland said that Dave Garwood charges \$230 per hour and Mr. MacLeod charges \$195 per hour which could be a considerable savings for the district. When asked, he said he is fairly sure Mr. MacLeod would break down charges into portions of an hour as Mr. Garwood did or go on retainer. Chairman Forschler said he thinks the retainer fee would be less. There will also be considerable savings with travel time as Mr. Garwood is located in Syracuse. Mr. MacLeod has considerable experience working with district and companies all over the county. Commissioner Russell agreed the change would be positive. Commissioner Calame said he likes the lower rate and having a different set of eyes and is in favor of the change. He asked if it would be just Mr. MacLeod or the firm. Chairman Forschler said he thinks Mr. MacLeod would be working through the firm Gellert, Klein & MacLeod, LLP. Commissioner Weiland said if we needed another opinion, we could always go to Mr. Garwood. The board agreed the primary contact should be Chairman Forschler in terms of time, expense and clarity but anyone can contact Mr. MacLeod if necessary. Questions should be in writing. Phone calls should be avoided due to expense and to avoid redundancy.

**Poll of Commissioners:**

Arthur Weiland	Aye
Robert Trzcinski	Aye
Byron Calame	Aye
Kevin Russell	Aye
Stephen Forschler	Abstain

Motion Carried 4-0-1

Upon Motion made, seconded and discussion held the following resolution was approved: be it resolved to designate the Poughkeepsie Journal as the official newspaper of the District.

**Motion:** Commissioner Weiland

**Second:** Commissioner Trzcinski

Due to the rising costs of advertising in the Poughkeepsie Journal, the board discussed other options, the best option being the Northern Dutchess News. They are a weekly paper and are readily available at many different local locations. Notices are posted on the district website and also the Town of Clinton website. They should also be posted on the board in front of the firehouse.

Commissioner Weiland withdrew his motion to designate the Poughkeepsie Journal as the official newspaper of the District.

Upon Motion made and seconded, the following resolution was approved: be it resolved to designate the Northern Dutchess News as the official newspaper of the District.

**Motion:** Commissioner Calame

**Second:** Commissioner Russell

The secretary will call Northern Dutchess to get their prices. Commissioner Calame said the board can always go back to the Journal if Northern Dutchess does not work out. Chairman Forschler said the paper should not be changed mid-stream.

**Poll of Commissioners:**

Arthur Weiland      Aye  
Robert Trzcinski    Aye  
Byron Calame        Aye  
Kevin Russell        Aye  
Stephen Forschler    Aye  
Motion Carried 5-0

Upon Motion made and seconded, the following resolution was approved: be it resolved to utilize The Bank of Millbrook as the official bank for the District.

**Motion:** Commissioner Russell

**Second:** Commissioner Trzcinski

**Poll of Commissioners:**

Arthur Weiland      Aye  
Robert Trzcinski    Aye  
Byron Calame        Aye  
Kevin Russell        Aye  
Stephen Forschler    Aye  
Motion Carried 5-0

Upon Motion made, seconded and discussion held the following resolution was approved: be it resolved to designate with the authority to sign checks Commissioners Trzcinski and Russell and to designate with the authority to audit the checks and financial records of the fire district Commissioners Calame, Weiland and Forschler.

**Motion:** Commissioner Russell

**Second:** Commissioner Calame

**Poll of Commissioners:**

Arthur Weiland      Aye  
Robert Trzcinski    Aye  
Byron Calame        Aye  
Kevin Russell        Aye  
Stephen Forschler    Aye  
Motion Carried 5-0

Upon Motion made, seconded and discussion held the following resolution was approved: be it resolved to set the Commissioners Board Meeting dates as the following dates, time and places: The Wednesday following the second Monday of each month at 7:30 PM, at the East Clinton Fire Station as follows:

January	10	August	15
February	14	September	12
March	14	October	10
April	11	October	16 – Budget Hearing
May	16	November	14
June	13	December	11- Election
July	11	December	12

**Motion:** Commissioner Trzcinski

**Second:** Commissioner Calame

**Poll of Commissioners:**

Arthur Weiland      Aye  
Robert Trzcinski      Aye  
Byron Calame      Aye  
Kevin Russell      Aye  
Stephen Forschler      Aye  
Motion Carried 5-0

Commissioner Trzcinski will confirm the dates for the budget hearing and when the budget has to be in. Once confirmed, the secretary will forward the dates to be posted on the district website and the Town of Clinton website and will post on the board outside the firehouse.

Upon Motion made and seconded, the following resolution was approved: be it resolved to approve Memberships and Dues to the following associations:

- NYS Association of Fire Chiefs
- Association of Fire Districts
- Fire Chiefs Council of Dutchess County
- FASNY
- NYALGRO
- ASSOCIATION OF FIRE DISTRICT OF NEW YORK STATE

**Motion:** Commissioner Trzcinski

**Second:** Commissioner Weiland

**Poll of Commissioners:**

Arthur Weiland      Aye  
Robert Trzcinski      Aye  
Byron Calame      Aye  
Kevin Russell      Aye  
Stephen Forschler      Aye  
Motion Carried 5-0

Upon Motion made and seconded, the following resolution was approved: be it resolved to approve authorization of the Treasurer to submit the Annual 2017 Treasurer's report to Comptroller's office by 2/28/18 (also known as AUD)

**Motion:** Commissioner Trzcinski

**Second:** Commissioner Calame

**Poll of Commissioners:**

Arthur Weiland      Aye  
Robert Trzcinski      Aye  
Byron Calame      Aye  
Kevin Russell      Aye

Stephen Forschler Aye  
Motion Carried 5-0

Upon Motion made, seconded and discussion held the following resolution was approved: be it resolved to approve the renewal of Commissioners and Treasurer's bonds with District Insurance Company.

**Motion:** Commissioner Calame                      **Second:** Chairman Forschler

Treasurer Simon will give paperwork to Commissioner Trzcinski who will find out more information on this.

**Poll of Commissioners:**

Arthur Weiland Aye  
Robert Trzcinski Aye  
Byron Calame Aye  
Kevin Russell Aye  
Stephen Forschler Aye  
Motion Carried 5-0.

Upon Motion made, seconded and discussion held the following resolution was approved: be it resolved to appoint the 2018 Committees as follows:

**Motion:** Commissioner Calame                      **Second:** Chairman Forschler

House Committee:	Commissioners Forschler and Russell
Check Audit Committee:	Commissioners Weiland, Calame, Forschler
Records Retention:	Commissioners Trzcinski, Calame
Apparatus Committee:	Commissioners Russell, Trzcinski
Policy Committee:	Commissioners Weiland, Forschler
Insurance Liaison:	Commissioner Trzcinski
Medical Liaison (TEK):	Commissioner Forschler
LOSAP Liaison:	Commissioner Calame
Election:	Secretary Buechele

**Poll of Commissioners:**

Arthur Weiland Aye  
Robert Trzcinski Aye  
Byron Calame Aye  
Kevin Russell Aye  
Stephen Forschler Aye  
Motion Carried 5-0

Upon Motion made, seconded and discussion held the following resolution was approved: be it resolved to approve the policy manual as it stands for 2018.

**Motion:** Commissioner Trzcinski                      **Second:** Chairman Forschler

Commissioner Trzcinski said certain changes we already made need to put in manual, i.e. the policy changed mid-year about keeping sensitive information at people's houses. Chairman Forschler said if it has been approved, it is a policy and is part of the manual.

**Poll of Commissioners:**

Arthur Weiland       Aye  
Robert Trzcinski     Aye  
Byron Calame         Aye  
Kevin Russell         Aye  
Stephen Forschler     Aye  
Motion Carried 5-0

Upon Motion made and seconded, the following resolution was approved: be it resolved to set the mileage rate for approved travel as the rate set by the Internal Revenue Service for 2017 and the travel allowances established by IRS Regulation 1542.

**Motion:** Commissioner Calame

**Second:** Commissioner Russell

**Poll of Commissioners:**

Arthur Weiland       Aye  
Robert Trzcinski     Aye  
Byron Calame         Aye  
Kevin Russell         Aye  
Stephen Forschler     Aye  
Motion carried 5-0

Upon motion made, seconded and discussion held, the following resolution was approved: be it resolved any district vehicles used for company activities including fund raisers, drills, parades, classes, lectures, be on site or off site, calls and alarms, good Samaritan acts outside of the district, and other such related activities are to be covered under VFBL.

**Motion:** Chairman Forschler

**Second:** Commissioner Trzcinski

**Poll of Commissioners:**

Byron Calame         Aye  
Kevin Russell         Aye  
Arthur Weiland       Aye  
Robert Trzcinski     Aye  
Stephen Forschler     Aye  
Motion carried 5-0

Upon motion made, seconded and discussion held, the following resolution was approved: be it resolved any activities where the use of a vehicle is required of the Fire Department, for a social fund raiser or otherwise, in which a district vehicle does not leave the district where we can remain in service be given a blanket approval.

**Motion:** Chairman Forschler

**Second:** Commissioner Russell

**Poll of Commissioners:**

Byron Calame           Aye  
Kevin Russell           Aye  
Arthur Weiland        Aye  
Robert Trzcinski      Aye  
Stephen Forschler      Aye  
Motion carried 5-0

Upon motion made, seconded and discussion held, the following resolution was approved: be it resolved if any company vehicles will be taken out of the district, a company representative should be at the Board of Commissioners meeting beforehand to obtain approval and if the vehicle cannot remain in service, the Board of Commissioners would be notified.

**Motion:** Chairman Forschler

**Seconded:** Commissioner Russell

**Poll of Commissioners:**

Byron Calame           Aye  
Kevin Russell           Aye  
Arthur Weiland        Aye  
Robert Trzcinski      Aye  
Stephen Forschler      Aye  
Motion carried 5-0

Upon Motion made, seconded and discussion held the following resolution was approved: be it resolved to establish a petty cash fund for \$100.00:

**Motion:** Commissioner Calame

**Second:** Commissioner Russell

The district secretary will maintain the petty cash fund and the sum of the cash and receipts should always add up to \$100.00 and the fund will be replenished as needed.

**Poll of Commissioners:**

Byron Calame           Aye  
Stephen Forschler      Aye  
Kevin Russell           Aye  
Robert Trzcinski      Aye  
Arthur Weiland        Aye  
Motion Carried 5-0

Upon Motion made, seconded and discussion held the following resolution was approved: be it resolved to permit the treasurer to pay in advance of audit, the following: lights & utilities, postage & freight, bond payments, re-occurring salaries, phone charges, health insurance.

**Motion:** Commissioner Trzcinski

**Second:** Commissioner Calame





**Motion:** Commissioner Trzcinski

**Second:** Commissioner Calame

**Poll of Commissioners:**

Arthur Weiland      Aye  
Robert Trzcinski      Aye  
Stephen Forschler      Nay  
Kevin Russell      Nay  
Byron Calame      Aye  
Motion Carried 3-2.

The Board will review in three months.

Upon Motion made, seconded and discussion held the following resolution was approved: be it resolved that the Board appoint Jim Passikoff of Passikoff and Scott, Certified Public Accountants, for the year 2018 at a rate of \$1,350 per month.

**Motion:** Commissioner Weiland

**Second:** Chairman Forschler

**Poll of Commissioners:**

Byron Calame      Aye  
Kevin Russell      Aye  
Robert Trzcinski      Aye  
Arthur Weiland      Aye  
Stephen Forschler      Aye  
Motion Carried 5-0

Upon Motion made and seconded to adjourn the Reorganization Meeting at 8:35 p.m.

**Motion:** Commissioner Russell

**Second:** Chairman Forschler

**Poll of Commissioners:**

Byron Calame      Aye  
Stephen Forschler      Aye  
Kevin Russell      Aye  
Robert Trzcinski      Aye  
Arthur Weiland      Aye  
Motion Carried 5-0.

Respectfully submitted,

Karen Buechele, Secretary  
East Clinton Fire District