



West Sand Lake Fire District No. 1



P. O. Box 386
West Sand Lake, NY 12196
(518) 674-5757 * (518) 674-0449 (fax)

WEST SAND LAKE FIRE DISTRICT BOARD OF FIRE COMMISSIONERS Organizational Meeting Minutes January 3, 2022

Treasurer Deutsch called the meeting to order at 19:00. Present include Commissioners Mike Deutsch, Sue Bell via Zoom, Joe Verrastro and Lyndon Ellis. Also present include Secretary/Treasurer Deutsch, Chief Heffern, , 2nd Assistant Chief Bumpus. Treasurer Deutsch opened nominations for the position of chairperson of the board. **Commissioner Deutsch made a motion to nominate Suzanne Bell as Chairman; the motion was seconded by Commissioner Ellis. All voted in favor and the motion carried.** The Treasurer turned the meeting over to Commissioner Bell.

Term appointments were discussed as followed:

- Lyndon Ellis – 2022
- C. Michael Deutsch – 2023
- Joseph Verrastro - 2024
- Suzanne Bell – 2025
- William Miller - 2026

Personnel appointments were noted as follows:

- Secretary – S. Carrie Deutsch
- Treasurer – S. Carrie Deutsch
- Custodian – Linda Ellis
- Attorney – Bill Young

Commissioner Delaney made a motion to approve the personnel as noted; the motion was seconded by Commissioner Ellis. All voted in favor and the motion carried.

The pay rates were noted as follows:

- 1) Treasurer will be paid bi-weekly as set forth in the budget \$11,533. **Commissioner Ellis made a motion to set the Treasurer's Salary as \$11,533. The motion was seconded by Commissioner Verrastro.**
- 2) Custodian will be a salaried part time employee this year, \$192.30 paid bi-weekly (\$5,000/yr). **Commissioner Deutsch made a motion to set the Custodian's Salary as \$192.30 bi-weekly. The motion was seconded by Commissioner Verrastro.**

- 3) Secretary will be an hourly part time employee paid bi-weekly at an hourly rate of \$18.00 per hour. **Commissioner Ellis made a motion to approve the hourly rate of \$18.00 per hour for the Secretary paid bi-weekly based on 10-12 hours per week plus meeting nights. If a holiday is on a scheduled work day the secretary will get paid for the holiday for the full day. The Secretary will be given 2 weeks paid vacation. Sick time can be made up and if something major were to happen it will be addressed. The motion was seconded by Commissioner Verrastro. All voted in favor and the motion carried.**
- 4) Attorney – William Young, of Young Fenton Kelsey and Brown PC was counsel for the Fire District. The 2022 Contract has been received and will be signed by the Secretary and sent back to Mr. Young. The hourly rate of \$285 is the same as 2021. **Commissioner Ellis made a motion to enter into a contract with Young, Fenton, Kelsey & Brown for legal services. The motion was seconded by Commissioner Deutsch. All voted in favor, and the motion carried.**

Commissioner Ellis made a motion to designate “The Times Union” as the official newspaper. The motion was seconded by Commissioner Deutsch. All voted in favor and the motion carried.

The advertiser is considered a periodical and therefore not a newspaper as defined by the State of New York they will be a back up to The Times Union.

Commissioner Ellis made a motion to designate the official depository as Pioneer Commercial Bank. The motion was seconded by Commissioner Deutsch. All voted in favor and the motion carried.

Commissioner Verrastro made a motion to designate Board of Fire Commissioner Meeting Time and Location as the 3rd Thursday of every month at 19:00 hrs at the West Sand Lake Fire Station. The motion was seconded by Commissioner Ellis. All voted in favor and the motion carried.

The elected Line Officers were noted as follows:

- a. Chief – Ed Heffern
- b. 1st Assistant Chief – Frank P. Gazeley Jr.
- c. 2nd Assistant Chief – Scott Bumpus
- d. 1st Captain – Lloyd Fox
- e. 2nd Captain – vacant
- f. 1st Lieutenant – Bill Miller
- g. 2nd Lieutenant – Steve Rohl
- h. 3rd Lieutenant – Vacant
- i. Captain of Fire Police – Joe Verrastro
- j. Lieutenant of Fire Police – Linda Ellis

Commissioner Deutsch made a motion to approve Ed Heffern as Chief and note the cast of line offices as presented Commissioner Ellis seconded the motion. All voted in favor except Commissioner Vooris who abstained; and the motion carried.

The elected Company Officers were noted as follows:

- a. President – Beth Hull
- b. Vice President – Dennis Sinnott
- c. Recording Secretary – C. Michael Deutsch
- d. Financial Secretary – Linda Ellis
- e. Treasurer – Lloyd Fox
- f. Sergeant - at Arms – Steve Rohl
- g. Board of Directors – Steve Rohl (22-24), Dennis Sinnott (20-22)

Commissioner Deutsch made a motion to approve the review of Fire Company officers, seconded by Commissioner Verrastro. Motion carried.

The list of appointed engineers was received from the chief as follows:

- a. FR43, trailer, and atv-43 –
- b. 43-9 -
- c. 43-6 –
- d. R-43 –
- e. FP-43 –
- f. Records –
- g. Medical –
- h. Station –
- i. Medical Director – Jacquelyn Weaver of Albany Med
- j. Special Equipment –
- k. SCBA -
- l. Training –

Chief Heffern has a meeting with officer scheduled where they will assign the engineers as necessary. He noted that he was going to realign to fit policies.

Commissioner Deutsch made a motion to accept the engineers as selected retro-active to the Organizational meeting (January 3, 2022). Motion was seconded by commissioner Ellis. Motion carried.

The list of Safety Officers was received from the chief as follows:

- a. #1 Kelly Paslow
- b. #2 Dave Toftegaard
- c. #3 Beth Hull
- d. #4 Dave Hull

Commissioner Deutsch made a motion to approve the review of Safety Officers, seconded by Commissioner Verrastro. Motion carried.

The list of officers for the West Sand Lake Volunteer Fire Company Ladies and Junior Auxiliary was reviewed as follows:

- a. President – Carrie Deutsch
- b. 1st Vice President – Carla Wagner

- c. 2nd Vice President – Linda Cusson
- d. Recording Secretary – Ashley Planter
- e. Financial Secretary – Shirley Pasquariello
- f. Treasurer – Catie Bell
- g. Sergeant– at–Arms – Rhonda Smith
- h. Historian – Andrew Reohr
- i. Chaplain – Sue Tarbox

Commissioner Ellis made a motion to acknowledge the officers. The motion was seconded by Commissioner Deutsch. All voted in favor and the motion carried.

The list of drivers, pump operators and SCBA qualified personnel was provided by Chief Heffern. Chief Heffern noted the addition of Lee Croiser to the drivers list and the removal of Lyman Ashley.

Commissioner Ellis made a motion to approve the list of drivers; the motion was seconded by Commissioner Verrastro. All voted in favor and the motion carried.

Procurement Policy:

Commissioner Ellis made a motion to keep the purchasing policy as stands. Commissioner Deutsch seconded the motion.

All voted in favor and the motion carried.

Good and Welfare – The board member’s responsibilities were noted as follows

- Commissioner Ellis – Apparatus and Operations
- Commissioner Deutsch – Public relations, and Web Site.
- Commissioner Deutsch – liaison to company and auxiliary.
- Commissioner Bell – Personnel, Finance and Administration
- Commissioner Verrastro – Buildings and Grounds
- Commissioner Miller – Back up for Building and Grounds

Commissioner Ellis made a motion to approve the responsibilities as noted. The motion was seconded by Commissioner Deutsch. All voted in favor and the motion carried.

Next Regular Board of Fire Commissioner Meeting is Thursday January 20, 2022 at 7:00pm

Commissioner Ellis made a motion to adjourn at 19:27 The motion was seconded by Commissioner Verrastro. All voted in favor and the motion carried.

Respectfully Submitted

S. Carrie Deutsch
Fire District Secretary