



# West Sand Lake Fire District No. 1



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## WEST SAND LAKE FIRE DISTRICT BOARD OF FIRE COMMISSIONERS Organizational Meeting Minutes January 2, 2022

Treasurer Deutsch called the meeting to order at 19:00. Present include Commissioners Mike Deutsch, Sue Bell, Joe Verrastro and Lyndon Ellis and David Hull (via FaceTime). Also present include Secretary/Treasurer Deutsch, Chief Heffern, , 1<sup>nd</sup> Assistant Chief Gazeley. Treasurer Deutsch opened nominations for the position of chairperson of the board. **Commissioner Ellis made a motion to nominate himself as Chairman; the motion was seconded by Commissioner Verrastro. All voted in favor and the motion carried.** The Treasurer turned the meeting over to Commissioner Ellis..

Term appointments were discussed as followed:

- Lyndon Ellis – 2027
- C. Michael Deutsch – 2023
- Joseph Verrastro - 2024
- Suzanne Bell – 2025
- David Hull - 2026

Personnel appointments were noted as follows:

- Secretary – S. Carrie Deutsch
- Treasurer – S. Carrie Deutsch
- Administrative Assistant – Edward Heffern
- Attorney – Bill Young

**Commissioner Deutsch 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. **Commissioner Bell made a motion to set the Treasurer's Salary.. The motion was seconded by Commissioner Verrastro.**
- 2) Administrative Assistant will be a salaried part time employee this year paid bi-weekly. **Commissioner Deutsch made a motion to set the Administrative Assistant's Salary as 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. **Commissioner Ellis made a motion to approve 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 Hull. 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 2022. **Commissioner Ellis made a motion to enter into a contract with Young, Fenton, Kelsey & Brown for legal services. The motion was seconded by Commissioner Bell. All voted in favor, and the motion carried.**

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

**Commissioner Hull made a motion to designate Board of Fire Commissioner Meeting Time and Location as the 3<sup>rd</sup> 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. 1<sup>st</sup> Assistant Chief – Frank P. Gazeley Jr.
- c. 2<sup>nd</sup> Assistant Chief – Lee Croiser
- d. 1<sup>st</sup> Captain – Lloyd Fox
- e. 2<sup>nd</sup> Captain – vacant
- f. 1<sup>st</sup> Lieutenant – Steve Rohl
- g. 2<sup>nd</sup> Lieutenant – Vacant
- h. 3<sup>rd</sup> Lieutenant – Vacant
- i. Captain of Fire Police – Joe Verrastro
- j. Lieutenant of Fire Police – Linda Ellis

**Commissioner Bell made a motion to approve Ed Heffern as Chief and note the cast of line offices as presented, Commissioner Verrastro seconded the motion and the motion carried.**

The elected Company Officers were noted as follows:

- a. President – Beth Hull
- b. Vice President – Steve Rohl
- 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 officers scheduled where they will assign the engineers as necessary. Commissioner Deutsch made a motion to accept the engineers as selected retro-active to the Organizational meeting (January 2, 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. 1<sup>st</sup> Vice President – Carla Wagner
- c. 2<sup>nd</sup> Vice President – Vacant
- d. Recording Secretary – Sandee Heffner

- 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 will be posted by Chief Heffern.

**Commissioner Hull 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 Bell made a motion to keep the purchasing policy as stands. Commissioner Hull 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 Hull – Building and Grounds

**Commissioner Verrastrp 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 19, 2022 at 7:00pm

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

Respectfully Submitted

S. Carrie Deutsch  
Fire District Secretary