

Minutes of Annual Organizational Meeting January 2, 2025

PRESENT: Commissioners: Woehrle, Pacheco, and Poupore

ALSO PRESENT: Secretary McGill, Treasurer Splendido, Executive Secretary Michelle Mazuryk

The meeting was called to order by Commissioner Woehrle at 7:00 p.m.

Motion/ Woehrle, 2nd/ Poupore: To appoint Commissioner **Pacheco** as Temporary Chairman. Passed 3-0.

Motion/ Poupore, 2nd/ Woehrle: To appoint Commissioner **Woehrle** as permanent Chairman for 2025. Passed 3-0.

2025 Chairman Woehrle continued the meeting.

M/ Poupore, 2nd / Pacheco: To appoint Commissioner Pacheco as Vice-Chairman for 2025. Passed 3-0.

M/ Pacheco, 2nd/ Poupore: To appoint John Splendido as Treasurer for 2025. Passed 3-0.

M/ Pacheco, 2nd/ Poupore: To appoint Kevin McGill as Secretary for 2025. Passed 3-0.

M/ Poupore, 2nd/ Pacheco: To appoint Greg Serio as Fire District Attorney for 2025. Passed 3-0.

M/ Poupore, 2nd/ Pacheco: To appoint Robert McHugh M.D.as Medical Director for 2025. Passed 3-0.

M/ Poupore, 2nd/ Pacheco: To appoint Peter Barber as Fire District Photographer for 2025. Passed 3-0.

M/ Pacheco, 2nd/ Poupore: To appoint Dick Fritz as LOSAP Trustee for 2025. Passed 3-0.

M/ Poupore, 2nd/ Pacheco: To appoint The Fire District Board Chairman and Career Chief as Non-Emergency Media Relations Representatives for 2025. Passed 3-0.

The Grand Blvd. Fire Company nominations for Chief Officers was held December 5, 2024:

Fire Chief–Richard Fritz; 1st Assistant Chief – Leave open. Assistant Chief– Leave open.

M/ Poupore, 2nd/ Pacheco: To appoint Richard C. Fritz Jr. as 2025 volunteer Chief. Passed 3-0.

M/ Pacheco, 2nd/ Poupore: To grant pay raises relative to budget and contractual agreement for year 2025, effective January 1, 2025. Passed 3-0.

M/ Pacheco, 2nd/ Poupore: To set salaries of District Treasurer, Secretary, Attorney, Photographer, LOSAP Trustee, Chief and Medical Director as established in the budget for 2025. Passed 3-0.

M/ Pacheco, 2nd/ Poupore: That the Daily Gazette be designated as the Fire District's official newspaper for 2025. Passed 3-0.

M/ Pacheco, 2nd/ Poupore: 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, MasterCard, Waste removal, Health and Dental Insurance without prior approval, to be approved at the next meeting. Passed 3-0.

M/ Pacheco, 2nd/ Poupore: 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, 2025. The Treasurer will request a 60-day extension. Passed 3-0.

M/ Poupore, 2nd/ Pacheco: That the Treasurer be covered by Insurance Policy to the current level of coverage for 2025. Passed 3-0.

M/ Poupore, 2nd/ Pacheco: That the District continue its membership in the New York State Association of Fire Districts and the Capital Area Fire Districts Association for the year 2025. Passed 3-0.

M/ Pacheco, 2nd/ Poupore: That TD Bank be designated as the district's official bank for 2025. Passed 3-0.

M/ Pacheco, 2nd/ Poupore: That a private vehicle be used for schools, conferences, or other approved Fire District business, at the discretion of The Board of Commissioners. When private vehicles are used, the current IRS rate per mile will be paid as reimbursement. Passed 3-0.

M/ Poupore, 2nd/ Pacheco: 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 3-0.

M/ Pacheco, 2nd/ Poupore: 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, Sexual Harassment Prevention Contract Addendum, Alcohol & Drug Policy, Credit Card Policy, Code of Ethics, Travel Expense Policy, Military Leave Policy, Operation of District Vehicles Policy, Career Division Appointment Procedure, Installation and/or Inspection Dinner Policy, Investment Policy, Promotion Procedure, Members Moving out of the District policy, Procurement Policy, Social Media Policy, LOSAP Trustee Job Description, LOSAP Trustee Procedure, EMS Billing Policy, EMS Financial Hardship Policy, Anti-Hazing Policy and Grand Boulevard Fire Company Alcohol use Control Policy. Passed 3-0.

M/ Pacheco, 2nd/ Poupore: To allow The Career Chief and Volunteer Chief to purchase Personal Protective Equipment (PPE) as per the 2025 Budget. Passed 3-0.

M/ Pacheco, 2nd/ Poupore: To notify The Grand Blvd. Fire Company that Thursday December 4, 2025, their Annual Meeting will be held for nominations of Chief, 1st Assistant Chief and 2nd Assistant Chief. Passed 3-0.

M/ Poupore, 2nd/ Pacheco: To set the Second Wednesday of each month beginning at 7:00 p.m. for the Fire District's regular business meeting. Passed 3-0.

M/ Poupore, 2nd/ Pacheco: 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 3-0.

M/ Pacheco, 2nd/ Poupore: to adjourn the organizational meeting at 7:16 p.m. Passed 3-0.

Respectfully submitted,

Kevin J. McGill
District Secretary