

**Minutes of  
Annual Organizational Meeting  
January 5, 2026**

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**PRESENT:** Commissioners Woehrle, Daly, Poupore, and McGill

**ALSO PRESENT:** Chief Vena, Chief Fritz, Treasurer John Splendido, Chief's Administrative Assistant Michelle Mazuryk, GBFC President Steve Vena, Secretary Anne Heller

**Motion/ Woehrle, Second/ Poupore:** To appoint Commissioner McGill as Temporary Chairman. Passed 4-0.

The meeting was called to order by Temporary Chairman McGill at 7:05 pm.

**Motion/ Daly, Second/ Poupore:** To appoint Commissioner Woehrle as permanent Chairman for 2026. Passed 4-0.

2026 Chairman Woehrle continued the meeting.

**Motion/ Poupore, Second/ McGill:** To appoint Commissioner Pacheco as Vice-Chairman for 2026. Passed 4-0.

**Motion/ McGill, Second/ Poupore:** To appoint John Splendido as Treasurer for 2026. Passed 4-0.

**Motion/ McGill, Second/ Poupore:** To appoint Anne Heller as Secretary for 2026. Passed 4-0.

**Motion/ McGill, Second/ Poupore:** To appoint Greg Serio as Attorney for 2026. Passed 4-0.

**Motion/ McGill, Second/ Poupore:** To appoint Robert McHugh MD as Medical Director for 2026. Passed 4-0.

**Motion/ McGill, Second/ Poupore:** To appoint Pete Barber as Photographer for 2026. Passed 4-0.

**Motion/ McGill, Second/ Poupore:** To appoint Richard Fritz as LOSAP Trustee for 2026. Passed 4-0.

**Motion/ McGill, Second/ Poupore:** To appoint Chairman and Career Chief as Non-Emergency Incident Media Relations Representatives for 2026. Passed 4-0.

The Annual Meeting of the Grand Boulevard Fire Company for nominations for Chief Officers was held December 4, 2025:

Fire Chief – Richard Fritz; Assistant Chief – Leave open

The Board interviewed Chief Fritz for the position of Volunteer Chief. Chief Fritz provided comments to the Board regarding his vision as Volunteer Chief for 2026.

**Motion/ McGill, Second/ Poupore:** To appoint Richard Fritz as District Volunteer Chief for 2026. Passed 4-0.

**Motion/ McGill, Second/ Poupore:** to grant pay increases relative to budget and contractual agreement for 2026. Effective Jan 1, 2026. Passed 4-0.

**Motion/ Poupore, Second/ McGill:** to set salaries of Treasurer, Secretary, Attorney, Career Chief, Chief's Administrative Assistant, Photographer, LOSAP Trustee, and Medical Director as established in the budget for 2026. Passed 4-0.

**Motion/ Poupore, Second/ McGill:** for the Daily Gazette to be the Fire District's official newspaper for 2026. Passed 4-0.

**Motion/ McGill, Second/ Daly:** for the Treasurer to be authorized to pay the following regular monthly bills (Electric, Natural Gas, Land Line Phone Service, Payroll Service, Water Bill, Waste Removal, Life Insurance, Internet & TV Service, Master Card, 207A Liability, Health, Vision and Dental Insurance) without prior approval, but to be approved at the next Board of Fire Commissioners meeting. Passed 4-0.

**Motion/ McGill, Second/ Poupore:** for the Annual Report to be submitted to the Board of Fire Commissioners and NYS by the Treasurer no later than March 1, 2026. Passed 4-0.

**Motion/ McGill, Second/ Poupore:** to request a 60-day extension from the NYS Controller to submit the Annual report. Passed 4-0.

**Motion/ McGill, Second/ Poupore:** for the Treasurer to be covered by surety bond to the amount of the current budget. Passed 4-0.

**Motion/ Poupore, Second/ McGill:** for the Fire District to continue its membership in the Capital Area Fire Districts Association for 2026. Passed 4-0.

**Motion/ Poupore, Second/ McGill:** for TD Bank to be the Fire District's official bank. Passed 4-0.

**Motion/ McGill, Second/ Poupore:** for use of an attendee's private vehicle for schools, conferences, or other approved fire district business at the discretion of the Board of Fire Commissioners. When private vehicles are used, the current IRS mileage rate will be paid as

reimbursement. Passed 4-0.

**Motion/ McGill, Second/ Poupore:** to authorize the Election Committee to appoint the Electors for the Annual Fire District Election or special Fire District Election/Vote as per NYS and Town law. Passed 4-0.

**Motion/ McGill, Second/ Daly:** to re-approve the following Fire District Policies, Procedures and Job Descriptions:

Purchasing Policy, Purchasing Procedure, Exercise Room Policy, Media Policy, Chief & On-Call Vehicle Policy, Unlawful Workplace Harassment Policy, Sexual Harassment Prevention Contract Addendum, Alcohol and 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, Anti Hazing Policy, and Grand Blvd Fire Company Alcohol use Control Policy, EMS Billing Policy, Financial Hardship Policy, Best Value Policy, Progressive Discipline Policy- Career Firefighters and Employees, Progressive Discipline Policy- Volunteer/Member, Motor Vehicle Accident Investigation and Safety Committee. Passed 4-0.

**Motion/ McGill, Second/ Daly:** to allow Chief Vena and Chief Fritz to purchase PPE (Personnel Protective Equipment) for 2026 as per the budget. Passed 4-0.

**Motion/ McGill, Second/ Daly:** to notify the Grand Blvd Fire Company that Thursday December 3, 2026 at 7 pm, the Annual Meeting will be held for nominations for Volunteer Chief and Volunteer Assistant Chief. Passed 4-0.

**Motion/ McGill, Second/ Poupore:** to authorize Chief Vena and Chief Fritz to allow governmental agencies to use District facilities for Fire and EMS training and various other training and Fire and EMS Associations meetings. Passed 4-0.

**Motion/ McGill, Second/ Poupore:** to allow Chief Vena and Chief Fritz to contact Attorney on operational and personnel matters. Passed 4-0.

**Motion/ Daly, Second/ McGill:** to set the second Wednesday of each month at 7pm for the Fire District's regular business meeting. Passed 4-0.

**Motion/ McGill, Second/ Poupore:** to set the last Wednesday in the month of December at 7pm as the close out meeting for the Fire District for the current year. Passed 4-0.

**Motion/ McGill, Second/ Poupore:** to adopt the State Archive Retention and Disposition Schedule for NY Local Government's LGS-1. Passed 4-0.

**Motion/ Poupore, Second/ McGill:** to allow digital copies of documents to serve as official copies of Fire District records. Passed 4-0.

**Motion/ McGill, Second/ Poupore:** to authorize the Chairman to sign the Controlled Substance Certification for DOH once the Fire District Attorney has approved it. Passed 4-0.

**Motion/ McGill, Second/ Daly:** to authorize Chief Vena, or designated Fire Officer in charge of apparatus, to transact business on behalf of Niskayuna Fire District No. 1 with NYS Department of Motor Vehicles. Passed 4-0.

**Motion/ Daly, Second/ McGill:** to authorize Chief Vena to enroll new Lieutenants in First Line Supervisors Training (FLSTP) Program as required by NYS Law. Passed 4-0.

**Motion/ Daly, Second/ Poupore:** to authorize Chief Vena and/or Chief Fritz to enroll personnel in outside offered educational or training programs. Final approval shall be confirmed at the next Board of Fire Commissioners meeting. Passed 4-0.

**Motion/ Daly, Second/ Poupore:** to authorize Chairman or Vice Chairman to follow the recommendation of the Interview Committee to make an employment offer at the time of the interview. Final approval shall be at the next Board of Fire Commissioners meeting. Passed 4-0.

**Motion/ McGill, Second/ Poupore:** to adjourn the organizational meeting at 7:18 pm.

Respectfully submitted by:

*Anne Heller*

District Secretary