

# REXFORD FIRE DISTRICT 2022 ORGANIZATIONAL MEETING

JANUARY 10, 2022

The meeting was called to order by Linda Van Schaick, Secretary/Treasurer and Presiding Officer at 6:37 p.m.

Members of the Board of Fire Commissioners present: P. Van Schaick, L. Gates, M. Trombley, R. Cote, L. Van Schaick. W. Schoenborn attended the meeting by phone.

The following resolution was passed by unanimous vote on a motion by M. Trombley/R. Cote.

**BE IT RESOLVED** that Larry Gates is hereby appointed as Chairman of the Board of Commissioners of the Rexford Fire District. L. Gates continued the meeting.

The following resolution was passed by unanimous vote on a motion by M. Trombley/W. Schoenborn.

**BE IT RESOLVED** that the regular meetings of the Rexford Fire District will be held on the second Monday of the month at 7:00 p.m. at the Rexford Firehouse located at 1601 Route 146, Rexford, New York 12148. The location and time of the meeting may be changed by further resolution of the Board of Fire Commissioners upon proper notification to the local media of such change.

The following resolution was passed by unanimous vote on a motion by R. Cote/W. Schoenborn.

**BE IT RESOLVED** that Linda Van Schaick is hereby appointed secretary of the Rexford Fire District. Said secretary is also appointed the Public Information Officer of the Rexford Fire District.

The following resolution was passed by unanimous vote on a motion by R. Cote/ M. Trombley.

**BE IT RESOLVED** that the Daily Gazette Newspaper is the designated Official Newspaper of the Rexford Fire District. This publication is in general circulation within the Rexford Fire District.

The following resolution was passed by unanimous vote on a motion by M. Trombley/W. Schoenborn.

**BE IT RESOLVED** that the Rexford Fire District will maintain membership in the following organizations:

- Association of Fire District of the State of New York
- New York Association of Fire Chief's.

The following resolution was passed by unanimous vote on a motion by M. Trombley/R. Cote.

**BE IT RESOLVED** that the Treasurer of the Rexford Fire District is authorized to pay in advance of an audit by this Board of Fire Commissioners of the Rexford Fire District the following claims. Such claims must be presented to the next meeting of the Board of Fire Commissioners of the Rexford Fire District for audit:

- Utility payment to National Grid
- Telephone payment to Time Warner/Spectrum
- Cell phones payment to Verizon
- Roadrunner payment to Time Warner/Spectrum
- Payment to the U.S. Postmaster for postage expenses

- Water payment to the Town of Clifton Park
- Fuel payment to Town of Clifton Park.

The following resolution was passed by unanimous vote on a motion by P. Van Schaick/M. Trombley.

**BE IT RESOLVED** that the Rexford Fire District will work with Firefly Admin. Inc. as the administrator of the Service Award Program, with RBC Wealth Management as financial advisor.

The following were appointed or established by unanimous vote on a motion by P. Van Schaick/W. Schoenborn.

- The surety bond of the Treasurer shall be maintained at the recommended amount by the insurance company;
- Official Bank: 1<sup>st</sup> National Bank of Scotia;
- Attorneys William Young, Joseph Frank;
- Signer of checks: Linda Van Schaick, Treasurer or R. Cote;
- Signer of credit cards: L. Gates, L. Van Schaick, A. Cote.

The Fire Department Officers have been submitted for approval as follows:

- Chief, A. Cote
- 1<sup>st</sup> Assistant Chief, Vacant
- 2<sup>nd</sup> Assistant Chief, Vacant

A motion to approve the slate of Chief Officers as presented was approved on a motion by R. Cote/P. Van Schaick.

The District Procurement Policy was reviewed and it was agreed that no changes are required at this time on a motion by P. Van Schaick/W. Schoenborn.

Service Award Program: It was noted that updated awarding of points for 2022 was approved of a motion by P. Van Schaick/M. Trombley.

Committee Chairs for the Board of Fire Commissioners were approved by unanimous consent of the Board on a motion by P. Van Schaick/R. Cote:

- Building Maintenance: W. Schoenborn and M. Trombley
- Building Usage: R. Cote
- Fire Equipment & Apparatus: L. Gates and M. Trombley
- Service Award Program: P. Van Schaick
- Insurance: P. Van Schaick
- District Long Range Planning: P. Van Schaick, R. Cote, L. Gates, M. Trombley, W. Schoenborn
- Budget Committee: Board Members, Treasurer
- New Legislation Committee: P. Van Schaick, M. Trombley
- Security: L. Gates

The following were appointed or established by unanimous consent of the Board on a motion by P. Van Schaick/R. Cote.

- Vander Molen Repair will be the provider of maintenance and emergency repairs of fire apparatus breakdowns.
- Smith's Automotive will be the provider for small repairs to the fire equipment and Chief's vehicles.
- RMB Mechanical will be the provider for heating and air conditioning repairs.
- Milton Caterpillar will be the provider for generator repairs.
- Document Solutions of the North Country will be the provider for copier maintenance and repairs.
- Maloney Plumbing LLC
- John Ray & Sons will be the provider for diesel fuel
- Charlton Septic Service for maintenance and service
- Apex Sewer & Drain for maintenance and service
- Alarm & Suppression, Inc. for the hood inspection
- Northeast Fire Protection for extinguishers and alarm system
- MES for the breathing compressor, SCBA repair and service
- Accurate Pest Control for monthly pest maintenance
- Grastorf Enterprises for landscaping and snow plowing
- Premier Maintenance for emergency building maintenance
- Access Compliance, LLC for medical services
- Wiring Concepts – Ken Demming for electrical services.

Approval to adjourn the meeting at 6:56 p.m. was given on a motion by W. Schoenborn/R. Cote.

Respectfully submitted,

Linda Van Schaick  
Secretary