

**Glenville Fire District #7 – Commissioner’s Special
Meeting
5 Airport Road, Glenville, New York 12302**

Tuesday, January 20, 2026

Present: Chairman Dale Graves, Vice Chairman Mike Sgambati, Commissioners Ed Wierzbowski, Rick Conley and Wayne Penn; Treasurer Tammy Stocker

Absent: Secretary Terri Petricca

Meeting was called to order by Chairman Dale Graves at 6:00pm

Chairman Graves spoke on the purpose of the meeting to discuss and vote on the investment of the district LOSAP funds. District has an opportunity to move funds from the current Hartford – GAC plan to the National Life – DAC plan. All received email from the Treasurer on her findings.

Motion by Commissioner Sgambati, seconded by Commissioner Wierzbowski to authorize the movement of LOSAP funds from the Hartford – GAC plan to the National Life – DAC plan.

Ayes: Sgambati, Wierzbowski, Conley, Penn, Graves

Noes: None

Motion passed unanimously.

Chairman Graves spoke that second purpose of the meeting was review the cell phone policy.

Treasurer Stocker explained that it came to light that the Secretary is not included in the policy. If anyone has been reading the CAFDA newsletters they will see that the state is auditing fire departments and Schonowee FD did not get a favorable response. She explained that she is doing her best to make sure the district is in compliance.

Motion by Commissioner Penn, seconded by Commissioner Sgambati to approve the revised Cell Phone Policy – District Officials as follows:

**GLENVILLE FIRE DISTRICT 7
GLENVILLE, NEW YORK**

FIRE DISTRICT POLICY AND PROCEDURE

Policy Name: CELL PHONE POLICY – DISTRICT OFFICIALS
Date Adopted: June 12, 2013
Date Effective: June 12, 2013
Revision Date(s): 8/10/2022, 1/20/2026

A. SCOPE

This policy provides guidelines for the use of District provided cell phones.

B. PURPOSE AND APPLICABILITY

The primary objective of this policy is to provide the assignment and usage of District provided cell phones. It shall be the policy of Glenville Fire District 7 to provide cell phones to all Commissioners, Chief Officers, District Treasurer, District Secretary and Facilities Manager. These phones are intended to facilitate frequent and necessary communications to continue and improve the operations of the Fire District.

C. DISTRICT GUIDELINES

1. The District provided cell phones are intended for District business purposes. However, personal use is acceptable as long as it does not result in additional charges to the District. Any charges that may result from personal usage, e.g., long distance personal calls, shall be reimbursed to the District.
2. There may be instances where a new Commissioner, Chief Officer, District Treasurer, District Secretary and Facilities Manager already has a personal cell phone contract and it may be a financial hardship to cancel that contract and take possession of a District provided cell phone. In those cases the District shall reimburse them as follows;
 - a. Upon assuming a District Office and requesting to use their own cell phone, the individual shall notify the District of the remaining term of their

contract and their desire to continue with the personal phone in lieu of the District phone.

- b. In this situation a District owned phone will not be used and therefore no phone company charges are incurred by the District for that phone.
- c. The maximum period of reimbursement shall be for a twelve month period, renewable annually.
- d. The reimbursement shall be a one-time payment based on cell phone bills provided to the District (not to exceed 12).
- e. The maximum payment shall not exceed the monthly State Contract charge that the District would otherwise pay if the District phone was used.

Ayes: Sgambati, Wierzbowski, Conley, Penn, Graves
Noes: None

Motion passed unanimously.

Commissioner Wierzbowski asked if anyone was notified of a district vehicle being in an accident. Chairman Graves stated he was, Chief Job was sitting at a light in the chief's vehicle when he was hit by another vehicle. Operator of the other vehicle admitted it was his fault. Police were called and report to follow. Chairman Graves notified the district insurance agent. Commissioner Conley asked if the district had a policy for when vehicles were in accidents. They do and explained to him that he should have a policy book with all the district's policies.

Commissioner Wierzbowski reported that 273 will be going to Firematic on Monday for heater in the DEF tank issue. Vehicle will remain there to be serviced. Glenville Highway was consulted on the issue but with being down a mechanic and weather interruptions, it would be at least two (2) weeks before they could address it. Work would need to be done here as the apparatus will not fit in the highway bays.

Chairman Graves stated he will be sending out commissioner responsibilities. It was already discussed that Commissioner Conley will take over former Commissioner Job's duties of buildings and grounds. Commissioner Wierzbowski spoke about how they split the buildings and grounds duties.

Chairman Graves informed Commissioner Conley that he will need to take the Commissioner's training. Chairman Graves will be attending March 7, 2026, session in Clifton Park. Commissioner Conley to review information provided to him and determine date.

Respectfully submitted,

Tammy Stocker, District Treasurer